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ABSTRACT

This manual was designed primarily for use by coordinators responsible for developing comprehensive community youth opportunity programs of employment, education, and recreation, but the material may also be of assistance to community and business leaders, educators, and others involved in expanding local opportunities for young people. Contents consist of five sections, covering (1) Planning, (2) Employment, (3) Education, (4) Recreation, and (5) Transportation, with each section providing information on the role of the coordinator within that facet of the program, funding and resources, reference materials, and program examples. Listings of various contacts helpful to youth coordinators are appended, including: (1) voluntary organizations, (2) local contacts and labor unions, (3) regional contacts in the Department of Health, Education and Welfare, (4) recreation and parks consultants, (5) Bureau of Outdoor Recreation state liaison officers, (6) National Forest camps, (7) 4-H youth camps, (8) state distributing agencies of the consumer food program, and (9) State Councils on the Arts. (AW)

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Manual For Youth Coordinators

1969 edition

PRESIDENT'S COUNCIL ON YOUTH OPPORTUNITY

Spiro T. Agnew, Chairman

VT010068

THE PRESIDENT'S COUNCIL ON YOUTH OPPORTUNITY was established on March 9, 1967, under Executive Order 11330.

The Council is responsible for:

- -- encouraging State and local governments and the private sector to participate fully in efforts to enhance opportunity for youth.
- -- assuring effective program planning, coordination, and evaluation for summer and other youth programs of the Federal Government.

The Vice President is Chairman of the Council. Members of the Council include the heads of 10 Federal departments and agencies.

A small Council staff works year-round maintaining Federal youth program liaison and providing technical assistance to cities and states. It also seeks the active cooperation of the private sector and provides a clearinghouse service for youth program information.

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MANUAL
FOR
YOUTH COORDINATORS

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March 1969

PRESIDENT'S COUNCIL ON YOUTH OPPORTUNITY

Washington, D. C. 20006

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ABOUT THIS MANUAL

This manual is designed primarily for the Youth Coordinator, the individual charged with developing comprehensive youth opportunity programs of employment, education, and recreation for his community. It will also be of use to community leaders, businessmen, union officials, educators, leaders of voluntary organizations, press and television representatives, and others interested in expanding opportunities for the young people of their community.

While the manual focuses on the special needs of youth in the summer months, its contents can be and should be applied on a year-round basis.

Each section of the manual includes its own table of contents and list of reference materials. The Appendix has been used primarily for listings of contacts which may be helpful to the Youth Coordinator.

A dual page numbering system has been used. The regular page number (running total) can be found at the bottom of each page. Additionally, the pages of each chapter have been separately numbered. For example, the third page of the employment chapter is key numbered "E-3" in the upper right hand corner.

FURTHER INFORMATION

For further information pertaining to this manual or youth opportunity programs generally, write:

The President's Council on Youth Opportunity
801-19th Street, N.W.
Washington, D.C. 20006

Youth Coordinators should direct correspondence to Director, City/State Relations, or call 202/382-2414.

TABLE OF CONTENTS

		Page
Preface		1
Chapter I	Planning	2
Chapter II	Employment	13
Chapter III	Education	47
Chapter IV	Recreation	70
Chapter V	Transportation	103
Appendix		111

PREFACE

For many youth -- especially those in our crowded inner cities -- summer means heat, boredom, and idleness. Schools are closed. There is no work, no fun, and little hope.

When the schools close this summer, more than 15 million 14-21 year-olds will be looking for summer jobs at the same time. Previous summer experience indicates that nine of every 10 white youth looking for employment will find it, but one of every four non-white youth will not. In the poverty areas of some of our largest cities, it can be anticipated that only one of every three youth will secure a summer job. Those youth who do not find summer jobs, and many of those who do, will have a great need for something to do and to learn.

These are the problems which confront youth during the summer months. They are also the summer challenges for any community desiring to meet the needs of its youth.

While not limited to the summer, the problems of youth are accentuated during that period, and public and private efforts to resolve them are not as extensive as during the nine months of the school year.

I. PLANNING

In planning effective summer youth programs it is essential to begin early, preferably in the fall or winter months, and to involve youth from the start in program planning and implementation. Past experience indicates that programs designed by youth are more effective than those designed for youth.

The entire metropolitan area should be involved in summer youth programming. Attempts should be made to provide opportunities for all disadvantaged youth, and to enlist all available resources, regardless of municipal boundaries.

The first step is to enlist the cooperation of the community's youth-serving agencies -- public or private -- in an assessment of the potential summer 1969 situation. What youth opportunities will be provided by the various public and private agencies:

> Jobs -- How many summer youth jobs will be needed? How many will be available under existing programs and without special efforts? How many can local and State government employ? How can business and industry be stimulated to hire more youth?
>
> Education -- Will the schools be open or closed during the summer months? Can they be kept open for special educational or recreational activities? Can the gyms and playgrounds be used? Are there colleges and universities whose facilities and resources could be used? What funds are available for summer educational activities?
>
> Recreation -- What recreational activities are planned by public and private agencies? Are these equally available to youth in all neighborhoods? Are they available without charge or are fees preventing poor youth from participating? Are new facilities needed? Can mobile or portable equipment be used? Are parks and playgrounds lighted

for night-time use? Can youth recreation aides be hired?

Camping -- How many free or low-cost camping opportunities will be available to poor youth? How many more are needed? Are there vacancies at existing camps that could be filled by poor youth? Are there any existing programs to raise funds for free camperships? Could park or recreation areas be converted to day camps for younger children?

Arts and Cultural Activities -- What special workshops are presently planned? Can more be implemented? Do all youth have equal access to these workshops? Can poor youth be provided free or low-cost opportunities to read, paint, dance, create, see a play or a movie?

Transportation -- Is there adequate transportation to work sites, recreation areas, and special activities? Could school buses or city bus lines be used? What public and private agency funds could be used to aid in providing better transportation?

Resources -- What vacant or under-utilized buildings could be used as community or teen centers, indoor recreation sites, etc? Is there a National Guard Armory available? Are there any vacant lots that could be converted to small playgrounds by neighborhood and community volunteers?

Once this assessment is completed, identify the major gaps and establish priority projects. Then design a complete summer plan to implement your decision.

The achievement of each of the aforementioned steps requires enlisting the full resources of the community and of building public-private partnerships encompassing city government, business, labor, the schools, the churches, voluntary organizations, and young people themselves.

Mayor's Council on Youth Opportunity

One effective means of building this kind of partnership is establishment of a Mayor's Council on Youth Opportunity. With the Mayor himself or a key community leader as Chairman and representatives of all segments of the community as members, the Mayor's Council on Youth Opportunity can help coordinate separate activities into an efficient and comprehensive effort.

The many youth job programs conducted in a community, for example, can be strengthened by centralized and shared recruitment, placement, and promotional efforts. Each program can maintain its individuality while gaining a stronger and broader base of resources and support. The same is true in fund-raising, camping, and other programs.

Additionally, the Mayor's Council can provide a focal point for the contributions of needed funds and volunteers from business, labor and private citizens.

The Youth Coordinator

Another requirement communities have identified is the assignment of the coordinating responsibility to one person.

Many cities have met this need by employing a full-time staff person to work directly under the Mayor and in conjunction with the Mayor's Council on Youth Opportunity.

This staff person, called a Youth Coordinator or a Mayor's Assistant for Youth Affairs, does not operate or supervise programs. He serves in a coordinating role only, working with youth to determine their needs, seeking broader community participation, suggesting possible community-wide programs, identifying new sources of funds and under-utilized resources.

The Youth Coordinator should serve as a catalyst for program development, and his office should be a clearinghouse for information on youth program activities. One of his primary responsibilities is to ensure that youth are involved at all levels in the planning, implementation, and evaluation of youth programs.

The Youth Coordinator should also:

1. Work closely with businessmen in organizing the private sector summer job effort. In cooperation with the local State Employment Service, a business chairman, and the community action agency director, he should help ensure that a workable recruitment and application procedure for potential business hires is established. Consideration should be given to the stimulation of a one or two-day Job Fair in April or May as an effective vehicle for one-stop recruitment and hiring of disadvantaged youth.

2. Stay in contact with the Federal Youth Opportunity hiring program in order to help maximize meaningful employment for youth with agencies of the Federal government. Early in the year he should meet with the Federal Executive Board Chairman in his city and determine the Federal summer job hiring goal and reach agreement on hiring procedures. He should also try to ensure that proper outreach efforts are used and that adequate training and supervision provisions are made.

3. Consult with local union officials to determine their willingness to assist in job training programs for poor youth and to provide volunteer manpower and resources for summer youth programs.

4. Help ensure that all available Neighborhood Youth Corps slots are utilized, when NYC allocations are made.

5. Cooperate with leaders of the local community action agency to ensure close coordination with their efforts. Final responsibility regarding funding levels and types of programs sponsored by the CAA remains the responsibility of the CAA Board.

6. Meet with camping and voluntary organization officials to help develop a sound camping program for disadvantaged youth. Youth selection, transportation, vacant camp slots, equitable fees, and other matters will have to be considered.

7. Meet with representatives of all voluntary organizations to discuss plans and options for summer programs and to encourage program coordination.

8. Review the overall transportation resources in the city, and in discussions with appropriate officials, help determine how these resources can be most effectively utilized. He will want to examine the public transportation available and the potential use of school buses, military and National Guard vehicles, and surplus Federal vehicles.

9. Work out a program for reporting the needs and accomplishments of the youth program. This will include the use of television, radio, films, newspapers, brochures, posters, billboards, etc.

10. Contact key State officials to discuss monitoring of their program for the hiring of disadvantaged youth. He should urge the cooperation of State agencies, particularly those operating in or near his city. State parks should be open at no cost to needy youth. The fish and game department, for example, might be asked to develop special programs.

11. Meet with leaders of the Urban Coalition to ensure coordination with their efforts.

12. Examine the feasibility of a major private fund-raising effort for his city's youth program. Obvisouly, this should be coordinated with the United Fund drive and other efforts in the city.

13. Meet with church leaders in his city to work out the role they can play in opening their facilities for education and recreation purposes. He should also encourage them to employ needy youth directly or encourage their employment by church members.

14. Meet with local theater owners and owners of professional sports teams to urge them to provide free admissions and sponsor free sports clinics.

15. Ensure that the city has a sound program for hiring disadvantaged youth and monitor the program to make sure that it is working effectively.

16. Meet with representatives of the park and recreation department months ahead of time to ensure adequate advance planning for disadvantaged youth programs, youth involvement in the planning and implementation of programs, and employment of needy youth in these programs.

17. Meet with school officials to ensure that playgrounds, libraries, shops, gyms, swimming pools, and other facilities are open during the summer for extended hours. He should also encourage use of Title I funds for summer programs and tuition-free summer school classes for needy children.

18. Meet with area college and university officials to determine the role that they can play by opening their gymnasiums, play fields, and other facilities, and by providing trained leaders to supervise and coordinate the programs. He should also determine if College Work-Study enrollees can be made available to assist with summer youth programs.

19. Meet with area military and National Guard commanders to encourage their participation by furnishing facilities for recreation programs, hiring of needy youth, providing transportation assistance, use of National Guard armories, camps, and other resources.

20. Meet with various business groups, such as the Chamber of Commerce and Jaycees, to assist them in becoming active participants in the youth program efforts of their city.

21. Meet with police and fire department heads to encourage their participation by sponsoring of Police Athletic League teams, fire hall and police station visits, youth cadets program, etc.

GENERAL REFERENCE MATERIALS

1. Handbook for Local Officials. Prepared by the Vice President's Office, the Handbook is a compendium of Federal programs which aid or have an impact on localities. It is a working reference source organized by functions and problem areas and provides an overview of the kinds and sources of Federal assistance which are available for local use. It is designed for use as a tool in broad policy-making and comprehensive planning and programming. Detailed information on specific programs is provided in a companion piece to this volume, the Catalog of Federal Assistance Programs listed below. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. $2.

2. Catalog of Federal Assistance Programs. This 700-page publication gives one-page descriptions of all Federal domestic programs. It is available upon request from the Information Office, Office of Economic Opportunity, Washington, D.C., 20506.

3. Grants-In-Aid and other Financial Assistance Programs Administered by HEW. This publication lists and describes the various forms of financial aid administered by the Department of Health, Education, and Welfare. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. $2.25

4. Federal Research and Demonstration Programs Benefiting the Disadvantaged and Handicapped. State agencies, private and public educational institutions, other organizations, and interested individuals may be eligible to receive grants and contracts for a wide range of Federally-supported research and demonstration programs benefiting the disadvantaged and handicapped. OE-35092. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. 40 cents.

5. Federal Funds and Services for the Arts; 1967. This publication, prepared by the National Endowment for the Arts, lists and describes 90 Federal programs of interest to individual artists,

public and private groups, educational institutions and organizations involved in arts programming. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. $1.

6. Federal Programs Assisting Children and Youth: 1967. This report inventories all Federal programs which assist children and youth and gives information on the amount of Federal funds which they provide. Prepared by the Interdepartmental Committee on Children and Youth. Copies may be obtained by writing the U.S. Department of Health, Education, and Welfare, Social and Rehabilitation Service, Children's Bureau, Washington, D.C., 20202.

7. The Foundation Directory, Edition 3. A foundation is defined by this Directory as a nongovernmental, non-profit organization, having a principal fund of its own, managed by its own trustees or directors, and established to maintain or aid social, educational, charitable, religious, or other activities serving the common welfare. Both charitable trusts and corporations are included. A foundation must (1) make grants in one year totaling $10,000 or more or (2) possess assets of $200,000 or more to be listed. Entries are listed alphabetically by state.

Each entry includes name and address where available, data on establishment, donor, purpose and activities, financial information for the most recent year available, and the name of officers and trustees. Three indices provide reference by field of interest, persons, and foundations. Copies available from Russell Sage Foundation, 230 Park Avenue, New York, New York, 10017. $12. Regional branches of the Foundation Library Center will have detailed information on the funding patterns of Foundations within their regions.

8. Report of the National Advisory Commission on Civil Disorders. This report explores the conditions in our cities' ghettos which have led to widespread discontent among the disadvantaged. It stresses the need to act immediately and with commitment to find solutions to these problems. A series of recommendations for action are made. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. $2.

9. Testimony Presented at the Cabinet Committee Hearings on Mexican-American Affairs. The Interagency Committee on Mexican-American Affairs has reprinted the proceedings of these hearings held in October 1967. Concrete proposals are made to provide the Spanish speaking community with greater service in the areas of agriculture, labor, health, education, and welfare; the war on poverty and the general improvement in the economic and social condition of the Mexican-American. Interagency on Mexican-American Affairs, 1800 G Street, N.W., Washington, D.C., 20506.

10. The Mayor and Federal Aid, Evolving Methods of Inter-Governmental Action to Improve Urban America. This publication by the U.S. Conference of Mayors discusses the conditions of urban change, local organization and administration, the program development process, and case studies in organization. Available from U.S. Conference of Mayors, 1707 H Street, N.W., Washington, D.C., 20006.

11. Operation Summertime San Diego -- 1968. A 227-page evaluative report on San Diego's summer 1968 youth programs. Available from Mayor's Council on Youth Opportunity, City Administration Building, Community Concourse, San Diego, California, 92101. $2.

12. Youth -- Summer '68. A report on St. Louis' summer 1968 youth programs. Available from Rev. Lucius Cervantes, Youth Coordinator, Office of the Mayor, City Hall, St. Louis, Missouri, 63101.

13. How I Spent My Summer. A report to the private sector by Mayor John Lindsay on New York City's summer 1968 program. Available from Mayor's Urban Action Task Force, 51 Chambers Street, New York, New York, 10007.

14. A Plan of Action for Coordinating Youth Opportunity Programs, a December 1968 report of the Kansas City Office of Youth Opportunity. Available from James A. Buford, Youth Coordinator, Office of the Mayor, 25th Floor, City Hall, Kansas City, Missouri, 64106.

15. Programs for Urban Action. A 150-age summary of YMCA urban youth programs in summer 1968. Available from Robert R. Dye, Assistant Executive Director for Urban Development, YMCA, 291 Broadway, New York, New York, 10007. $2.

16. One Hundred Boys' Club Tested Programs for Disadvantaged Youth. Available from Supply Service, Boys' Clubs of America, 771 First Avenue, New York, New York, 10017. $4.

17. Count Me In. A report on the summer youth programs at Tinker Air Force Base near Oklahoma City. Available from Theodore Wheaton, Civilian Personnel Division, Tinker AFB, Oklahoma City, 73145.

18. Manual for Planning and Organizing a Summer Youth Opportunity Program, an especially helpful guide prepared by the Department of the Army. Available from the President's Council on Youth Opportunity.

Films

Summer, a 16 mm. color film prepared for the President's Council on Youth Opportunity. The 28-minute film depicts the special needs of youth during the summer months. It is essentially the story of three young people in different summer programs. Available on loan only for television and large audience use from Audio Visuals, President's Council on Youth Opportunity, Washington, D.C., 20006.

What's In It For Me?, a 28-minute film of what happens when untrained, undereducated, and unemployed youth are given a chance. Prints are available through the State Employment Service.

OEO Film Guide, an extensive listing of staff training films for a variety of youth programs. Available from Office of Economic Opportunity Information Office, Washington, D.C., 20506.

Better Break '68, a half-hour film on Philadelphia's summer 1968 recreation-cultural program. Available on loan from Charles Bowser, Executive Director, Urban Coalition, 1401 Arch Street, Room 900, Philadelphia, Pa., 19107 (Tel: 215/561-2700).

CHAPTER II: EMPLOYMENT

Table of Contents

Page

Planning E-1

Role of the Youth Coordinator E-3

Job Development E-4

1. Federal Government Employment.................. E-4
2. Federally-funded Programs.................. E-5
3. State and Local Governments.................. E-5
4. Special Notes -- Public Sector.................. E-6
5. Private Sector -- National Alliance of Businessmen.................. E-7
6. Special Notes -- Private Sector.................. E-10
7. Private Sector -- General.................. E-11
8. Other Local Efforts.................. E-15
9. Jobs for Girls -- A Special Problem.................. E-15

Outreach E-16

1. In-School Registration.................. E-16
2. Recruiting the Hard-Core.................. E-16
3. Job Certification.................. E-17
4. Job Referrals.................. E-17

Getting the Employer and Job-Seeker Together E-18

1. The Job Fair.................. E-18
2. Rent-a-Kid.................. E-20
3. The State Employment Service.................. E-21

Program Examples E-22

Neighborhood Youth Corps.................. E-22
Federal Youth Opportunity Program Hiring.................. E-24

Public Sector -- General.......................... E-25
Public-Private Programs E-27
Private Sector E-28
Non-profit and Voluntary Organizations E-29
Youth-run Businesses.............................. E-30

Reference Materials E-31

II. EMPLOYMENT

The U.S. youth unemployment problem -- an unemployment rate three times that of the adult labor force and more than double the youth rate of other industrialized nations -- reaches its peak in the summer months when the schools are closed.

In summer 1968 the youth unemployment rate was 12.4 per cent overall, 10.8 per cent for whites, and 23.4 per cent for non-whites. Within the poverty areas of some large cities, the youth unemployment rate runs as high as 60 per cent. Greenleigh Associates' study of 15 major cities in summer 1968 concluded:

> "...generally summer jobs are available for no more than one out of two disadvantaged youth, and perhaps for only one out of three."

For many young people a summer job is necessary to earn money to return to high school or go on to college; for three of every four youth it is the only vocational experience and training available prior to entrance into the adult labor force. Last year, more than two million youth who looked for summer employment did not find it.

Percentages measure only the surface of the problem; it is even more tragically measured in empty lives.

Planning

The most effective youth employment programs have usually occurred in those cities where the Youth Coordinator's office, with the assistance of a Mayor's Council on Youth Opportunity, has acted as a catalyst and a clearinghouse for development of a comprehensive youth employment program involving all public-private agencies dealing with job development, placement, and counseling.

These agencies -- Employment Service, National Alliance of Businessmen, labor unions, Community Action Agency, youth groups, United Fund, State and local government, Chamber of Commerce, public schools, colleges and universities, private employment agencies, Federally-funded employment program sponsors -- should be organized early into a summer employment planning committee under the auspices of the Mayor's Council on Youth Opportunity.

ROLE OF THE YOUTH COORDINATOR

The Youth Coordinator's primary task is fostering and ensuring this inter-agency cooperation. He should:

1. Inventory existing local programs and the job goals of each.

2. Determine, by age and sex, the number of additional jobs needed. CAUTION: Don't spend unnecessary time on this survey. To date, no city has been able to provide enough jobs to meet the demand. Emphasize the development of job openings.

3. Seek design of a plan to refer every youth who applies for employment to a summer opportunity, whether it be a job, an education program, or a recreation activity. Jobs are top priority, but alternatives should be provided those for whom there are no jobs.

4. Establish an information center on the resources, plans, and organizations set up to provide youth employment. A central telephone number for job information is desirable.

5. Seek development of a method of ensuring that meaningful jobs are provided and that employers provide adequate orientation and supervision. This difficult but important task is an essential element in a good jobs program.

6. Evaluate the jobs program on a regular basis with a final, extensive evaluation at the end of the summer. Colleges might help by assigning students to do this work.

7. Encourage the employment planning committee to pursue development of part-time jobs during the school year.

JOB DEVELOPMENT

Main sources of summer employment are Federal, State, and local governments, business, and non-profit and voluntary agencies.

1. Federal Government Employment

Federal agency hiring of youth in the summer falls into two main categories: The competitive examination, under which 40,000 youth were hired in summer 1968, and the non-examination Youth Opportunity Campaign for youth from low-income families, under which 78,000 youth were hired in summer 1968.

Most large cities have a Federal Executive Board (FEB) or Association (FEA) which coordinates Federal agency activities in the city. The Chairman of the FEB or FEA is the key man to contact for employment opportunities in Federal agencies in each locality. Where no FEB or FEA exists, the nearest Interagency Board of Civil Service Examiners office can provide assistance in identifying and providing summer jobs in the Federal government.

Competitive examination positions pay Federal wage rates of GS-1 ($65.17 per week) to GS-4 ($98.94). Application for these positions must be made prior to January 30 for the following summer. A booklet, "Summer Jobs in Federal Agencies" (Announcement No. 414), gives further information and is available from the U.S. Civil Service Commission, Washington, D.C., 20415.

Youth Opportunity Campaign (YOC) positions are reserved for youth from low-income families, and pay a standard rate of $1.60 per hour. Under the YOC program, Federal agencies are urged to hire at least one poor youth for every 40 regular employees. Federal agencies often exceed these suggested quotas.

The President's Back to School Campaign enables Federal agencies to employ poor, in-school youth on a part-time basis during the school year.

2. Federally-Funded Programs

Federally-funded programs which may be providing employment opportunities for youth in your community include the Neighborhood Youth Corps, Concentrated Employment Program, Manpower Development and Training Act, College Work-Study, Office of Economic Opportunity programs, Elementary and Secondary Education Act, Vocational Education Act, Special Impact Programs of the Department of Labor, and research and development projects under a variety of Federal legislation.

For summer youth employment, the major program is the Neighborhood Youth Corps, which is administered locally by Community Action Agencies, school boards, and/or city governments.

Detailed information on the aforementioned and other programs is provided in "Federal Programs in Job Training and Retraining," which is available for 50-cents from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402.

The Youth Coordinator's primary role in Federally-funded employment programs is to encourage approaches which can improve existing programs and/or more effectively link employment programs in education, recreation, or the arts.

If and when consideration is given to seeking new or additional Federal funds, the Youth Coordinator should contact the President's Council on Youth Opportunity for advice on programs and application requirements.

3. State and Local Governments

State and local governments regularly hire many youth during the summer to serve as vacation replacements or to fill seasonal jobs such as lifeguards or as members of highway department crews. These positions can be reserved for qualified, poverty-level youth. Some State and local governments have established their own programs to hire disadvantaged youth similar to the Federal Government's Youth Opportunity Campaign and Neighborhood Youth Corps.

4. Special Notes -- Public Sector

The summer jobs effort in the public sector should emphasize the employment of disadvantaged youth in work projects improving the quality of life in their neighborhoods.

The needs in ghetto communities are so great that there is no problem in developing work projects such as extensive health services, information-gathering on neighborhood facilities and needs, rodent control, and anti-pollution efforts. The 14-21 year-old youth, who is available during the summer school recess, is a good manpower resource for such projects.

As evidenced in previous summers, disadvantaged youth have a special capacity to serve their own communities. Additionally, tasks which involve working with the residents of their own neighborhood particularly engage the interest and enthusiasm of young people. There is abundant testimony on this score from Neighborhood Youth Corps enrollees.

Disadvantaged youth also have special needs which should be met in public employment programs. These include:

> Supportive Services -- Medical services, counseling, and guidance are among the supportive services which can be provided along with summer employment to help improve the lives and vocational destinations of disadvantaged youth.
>
> Wages, Work-Week -- Efforts should be made to move in the direction of uniform hourly wages and work-weeks for youth in the same age group. A related question is differential earnings between 14-15 year-olds and 16-21 year-olds. Three variations were noted in 1968: (a) limiting the number of 14-15 year-old employees; (b) paying higher hourly wages to the older group; and (c) allowing the older group to work more hours per week. The latter may be the best alternative.

Good Supervision -- To provide adequate direction and effective training, a public sector employment program should include: (a) adequate numbers of supervisors, with the appropriate ratio determined by work-site location, nature of the work, kind of employees, etc.; (b) use of indigenous persons to the extent feasible, particularly males for supervising male employees; (c) provision of orientation and training for youth and supervisors prior to the assignment of youth to their jobs.

5. Private Sector -- National Alliance of Businessmen

The National Alliance of Businessmen (NAB) was established in 1968. NAB currently operates in the metropolitan areas of the nation's 50 largest cities. It conducts two programs -- one of permanent jobs in business for the hard-core unemployed, the other of summer jobs for low-income youth.

The 1969 NAB Summer Job Program will be based on these major points:

Target Youth -- The 1969 NAB summer youth program will be aimed only at in-school youth between the ages of 16-21 (with emphasis on the 16-19 age group), who lack suitable employment. Dropouts and other unemployed out-of-school youth will be covered by the basic NAB program for hard-core unemployed.

Eligibility Criteria -- In 1968, the Neighborhood Youth Corps poverty criteria were used to certify eligibility for participation in the NAB summer jobs program. This year, the criteria will be changed. In 1969, in addition to being a member of the target group described above, the youth must meet at least one of the following criteria to be eligible.

a. member of a family with an annual income below the poverty level;

b. member of a family receiving welfare payments;

c. member of a family that resides within a low-income area or attends a school in such an area;

d. ward of the court or one who resides in an orphanage;

e. former NYC enrollee or Job Corps enrollee;

f. genuinely disadvantaged, especially members of minority groups.

Responsibilities of the National Alliance of Businessmen -- The role of the local NAB office will be confined to job procurement in the private sector. NAB should have sole responsibility for soliciting job pledges from private sector employers, thus avoiding multiple solicitation.

Responsibilities of the Mayor's Council on Youth Opportunity and the Youth Coordinator -- The MCOYO and the Youth Coordinator, in consultation with the NAB Metro Chairman, the Manager of the local State Employment Service, the Director of the local Concentrated Employment Program, and the Executive Director of the Community Action Agency, should ensure that a suitable mechanism is established for coordinating all outreach, referrals, and placements of youth in the job slots located by the local NAB Job Procurement Manager.

This responsibility is limited to the summer youth job program of NAB, and does not extend to the basic NAB program.

When the NAB Job Procurement Manager receives summer job pledges from private sector firms, and turns these pledges into actual job orders, these job orders will be given to the coordinating mechanism described above, for referral of eligible youth to potential employers. This will enable the Youth Coordinator to fully integrate the NAB summer youth effort into his community's overall summer program and to ensure that poor youth are, in fact, placed in the available jobs. The actual form of these arrangements will vary from one community to another, and will depend largely on the relationships developed between the MCOYO and the NAB Metro.

In organizing the overall community effort, the Youth Coordinator should involve labor union representatives at every stage. Voluntary organizations can assist in providing supportive services.

NAB Youth Program Director -- Each NAB Metro Chairman has been urged to designate a youth program director to provide overall coordination of the NAB summer job program.

Certification of Eligibility -- Applicants for the youth jobs program may be certified by the Concentrated Employment Service, or the employer himself. For "walk-ins," and those obtained through his own recruitment efforts, the employer may request Concentrated Employment Program/Employment Service assistance in certifying eligibility, or he may follow the self-certification procedures.

Self-certification consists simply of the employer's applying the standard contained in the "criteria for eligibility" to applicants under the summer jobs program.

Certification procedures should be worked out as early as possible, as described in the above item on responsibilities of the Mayor's Council and the Youth Coordinator.

Other Program Relationships -- the MCOYO and the Youth Coordinator will also be asked to lend the prestige of the Mayor's Office to the organization of Job Fairs (where they are appropriate), publicity campaigns, and the establishment of relationships with the local Chamber of Commerce and other appropriate organizations.

6. Special Notes -- Private Sector

NAB's experiences in summer 1968 indicate some basic principles for employment programs in the private sector. These include:

-- The program should be set up on a year-round basis to provide sufficient lead-time in developing summer employment opportunities and part-time jobs during the school year, and to ensure proper coordination between the employment planning committee and participating employers.

-- Dropouts and other hard-core unemployed out-of-school youth, particularly those over 18, should be channeled into long-term employment programs.

-- The emphasis in solicitation of jobs among small businesses, trade associations, etc., should be to open up job opportunities for females of all ages, and youth under 18 years of age who in many states are excluded from working in industrial environments by child labor laws.

-- Job orders should be channeled through the employment planning committee, which should act as a one-stop clearinghouse to coordinate all outreach, referrals, placements, follow-up and supportive activities through the Employment Service and other agencies.

- -- Certification for jobs should usually be handled through the Employment Service or, where it exists, the Concentrated Employment Program (CEP).
- -- Where possible, one individual should be named by the companies participating in the program to handle company orientation for youth and supervisors, and provide in-house counseling.

7. Private Sector -- General

The business community's summer jobs effort should encompass both the seasonal and the special aspects of summer employment for disadvantaged youth.

Employment barriers unrelated to skills should be lifted for the seasonal summertime jobs which companies traditionally fill with workers hired only for the summer. These are the jobs which develop for such reasons as a summer upswing in company activity, the need for vacation-time replacements for regular employees, and the performance of certain tasks appropriately reserved for the summertime, such as inventory and repairs.

Special summer jobs should be designed, to the extent feasible, so that disadvantaged young people can be trained in assignments which enhance their work capabilities while they perform work of value to the employer. Training should be in areas with career potential.

Appeals for "make-work" summer jobs should be avoided. They are unsatisfactory to employees and employers alike, imposing on the former the stigma of "handouts" and on the latter the burden of unneeded payroll additions. Make-work undermines the basis on which industry's participation in the summer jobs effort can be sought most effectively: (a) utilizing disadvantaged youth as a summer labor resource, to the extent that firms need such a recource; (b) utilizing industry's expertise to develop, from the ranks of the summer youth labor resource, productive additions to the company's labor force. Businesses which cannot provide meaningful jobs might consider providing funds to be used as educational stipends for disadvantaged youth.

Planning should begin months in advance of the summer to determine employers' anticipated summer needs for seasonal youth workers. The employment planning committee should take the initiative in contacting local businessmen as early as possible for a realistic determination of the private sector's capacity to provide summer jobs for disadvantaged workers. Goals for the community should be set locally with a determination to go beyond the previous summer's achievement; at the same time goals should not fantasize the capacity of the local labor market for summertime expansion.

Enlisting the support of labor unions at the start of employment planning will be helpful in overcoming potential obstacles such as dues, initiation fees, and other contract requirements. Labor involvement in planning and implementation can be particularly valuable in establishing on-the-job support for disadvantaged youth, perhaps through design of a "buddy" plan.

In advance of the direct solicitation of employers, the planning committee should make arrangements with other concerned groups in the community for filling job orders, providing follow-up and needed supportive services, and overcoming particular barriers to summer youth employment such as transportation and work permits.

These can appropriately be determined at a meeting with the Employment Service, labor union representatives, and other governmental and private groups related to summer employment in the private sector.

Such citywide planning sessions should make it possible to advise employers of all implementing details at the same time that the appeal for summer jobs is made:

-- Employers should be advised that they will not be subjected to multiple solicitations. The single solicitation should be thorough enough to obviate successive appeals by other groups. Solicitation should be made by loaned executives, whose position and experience lend prestige and expertise to the request for summer jobs. The request should be made to the highest echelon appropriate, with the clear understanding that it will be communicated to and confirmed by operating levels which may be lower. The solicitation should refer to both seasonal and "special" jobs (i.e., specially designed for career potential).

-- Employers should be offered technical assistance for the design of special summer jobs. The assistance could come from the business community itself, carrying-over techniques developed in special operations. It should be supplemented by technical assistance using such resources as local universities and private contractors.

-- Employers should be offered sensitivity training for supervisory staff. One or two pre-summer workshop sessions, sponsored by the employment planning committee with appropriate assistance as required, could avoid many problems and misunderstandings in the summer. Written materials are helpful, but they do not substitute for plain words simply spoken by respected businessmen to their peers and associates.

-- Employers should be encouraged to provide orientation for disadvantaged youth hired as summer employees. They should be offered assistance by the employment planning commitee in applying techniques which have been proven effective in integrating hard-core persons into the business environment (the "buddy" system, for example, or other techniques which NAB is utilizing in its Basic JOBS program).

-- Employers should be advised of a single source which will fill job orders, and provide follow-up, if problems develop with summer hires. As far as the employer is concerned, he should be able to call on a single source, specify his summer-job personnel requirements, and be advised when a referral will be made. The single source may, as determined locally, be a consortium or specially-tailored agency (for example: The Employment Service Summer Office in Atlanta, the Employment Service Summer Operations in San Francisco, Work Opportunity Center in Denver, Job Central in Detroit, Job Line in Seattle). Vis-a-vis the individual employer, however, the job referral and follow-up agency should operate as a single source. To the extent possible, the employer's communication with the job-referral agency should be simplified by dealing with the same person throughout.

-- Employers should be invited to provide the employment planning committee with frank feedback on problems and progress in addition to cooperating in a simple reporting system. Whatever problems must be overcome in bringing disadvantaged youth into the summer labor force need to be articulated at the operating level. Conversely, good experiences should be shared as possible prototypes for other employers.

-- Employers should be advised of the arrangements, worked out well in advance on a community-wide basis, to transport disadvantaged youth from ghettos to job sites wherever public transportation is a problem. Where the transportation problem is not just a summertime problem (as is usually the case), a year-round solution should be sought. Where appropriate, special pick-ups might be arranged (from inner-city schools to airport job locations, for example, as was done in Chicago), or carfare allowances might be provided by the employers, if feasible. Many employers have found that new employees can work out satisfactory transportation arrangements by themselves after the first week or two on the job. However, special assistance may be needed in the initial period of employment.

8. Other Local Efforts

Homeowners and small business can be encouraged to hire young people for odd jobs. The "Rent-a-kid" model discussed later in this chapter is one way of organizing such an employment program.

The many non-profit and voluntary organizations in every community are a rich potential source for youth employment. Most can hire youth directly as recreation or education aides, resident camp assistants, hospital attendants, office aides, etc.

Churches, for example, can provide summer job opportunities on their buildings and grounds, and in their summer camp and recreation programs. Church organizations and city-wide federations can take the lead in these efforts. They might, for example, initiate a campaign to urge each church to hire one disadvantaged youth for every 100 members of its congregation, or to hire one disadvantaged youth per church.

9. Jobs for Girls -- A Special Problem

While girls are often more mature and anxious to work than boys of the same age, there are usually fewer jobs available to them. Thus, special efforts must be made to find jobs for them, for example in offices, department stores, food-service industries, assembly-type light industries, and similar sources of employment. In addition, consideration should be given to establishing labor exchanges for part-time work for girls, as in the Rent-a-Kid program described later in this chapter.

OUTREACH

A comprehensive, citywide outreach program should be developed to find the young people most in need of summer work. Participants in this effort should include the Employment Service, Community Action Agency, NAACP, Urban League, SER and CEP (where they exist), VISTA, welfare agencies, youth groups, and other agencies engaged in job recruitment.

Plans for the outreach effort should be developed as quickly and thoroughly as possible. Actual recruiting should begin by April. The matching of youth and jobs can then take place in May with referrals beginning late in May.

1. In-School Registration

In-school registration during the school year by or in conjunction with the State Employment Service is one of the most effective means of identifying job-seekers. This step also frees the Employment Service to concentrate more of its efforts on hard-to-reach, out-of-school youth.

The Employment Service should work with schools in distributing printed information and job applications. The schools should be encouraged to give particular attention to the less motivated and not merely the highly-motivated, better-adjusted youth.

Job application procedures should be standardized and simplified. Interviewers should use standard forms which will develop information on interests, aptitudes, school status and skills, so that each can be job-matched as well as possible.

2. Recruiting the Hard-Core

Recruiting out-of-school, out-of-work youth is the toughest part of the outreach effort. Experience has shown that these youth can be recruited best in their neighborhoods. This requires day and night canvassing of areas where youth congregate -- pool halls, carry-out shops, gas stations, barber shops, playgrounds, street corners. Youth from the neighborhood are often the most effective recruiters.

NOTE: Because recruitment of hard-core unemployed youth will be handled under the basic, year-round program of the National Alliance of Businessmen in the 50 largest cities, Youth Coordinators in those cities will not face the same kind of considerations in this area as will Youth Coordinators of communities in which NAB does not operate.

3. Job Certification

Youth Opportunity Centers, Human Resources Development Centers, and neighborhood and barrio centers all have the joint services of the local Community Action Agency, the Employment Service and other social and manpower agencies. They should be used to qualify and certify youth in the city because: (a) they employ specialists; (b) there is no cost for their services; (c) they operate year-round and can provide permanent employment follow-up for the summer program; and (d) they can handle the local and national data reporting system on jobs and recruiting for all hiring programs that will be essential to good, fast control of the program as well as for evaluation.

4. Job Referrals

The State Employment Service or the Concentrated Employment Program (CEP) should, wherever possible, be used for all job referrals. This will permit a comprehensive record-keeping system to keep track of the progress in filling jobs, thus enabling the summer employment planning committee to adjust programs and goals to achieve the best results quickly.

GETTING EMPLOYER AND JOB-SEEKER TOGETHER

The Job Fair concept developed by Houston in 1967 and Atlanta's 1968 "Rent-a-Kid" project provide two successful models for matching employers and job-seekers.

The Job Fair is primarily for summer jobs in industry or government. The Rent-a-Kid project aims at providing short-term, temporary jobs for younger age groups.

1. The Job Fair

The Houston Job Fair concept, which provides on-the-spot registration and hiring in a two-day period, is one of the most successful summer youth employment models available.

Houston's first effort in mid-July 1967 was hastily-assembled in two week's time, but it provided immediate employment for 900 disadvantaged youth and follow-up employment for another 400. Houston's 1968 effort in May provided about 4,500 jobs for disadvantaged youth, 3,500 at the Job Fair itself. A similar 1968 Job Fair in Dallas yielded an estimated 4,000 jobs.

Under the Job Fair concept, job-seekers are found in the schools through pre-registration. The jobs themselves are located by the National Allaince of Businessmen and city officials, who solicit pledges from private business. Then the two groups -- job-seekers and employers -- are brought together for the May Job Fair at a central location, usually an armory or civic auditorium where the youth are hired on-the-spot by participating employers.

The advantages of a Job Fair, based on Houston's experience, are:

-- A Job Fair focuses the attention of the entire community on hiring the disadvantaged. With community enthusiasm for the project, companies are inclined to get caught up in a "let's-don't-be-left-out" spirit.

-- A Job Fair is a time-saving device for employers. It involves a number of the agencies that normally would be making separate contacts with employers asking for job slots. The Job Fair provides a coordinated effort that gives employers a central source for doing all their summer hiring.

-- A Job Fair saves employers from having to do pre-screening of applicants. Professional interviewers from agencies making up the Job Fair committee do this pre-screening and provide employers with the most promising prospects for employment.

-- A Job Fair gives a visible demonstration to minority groups that employers are engaged in a concerted effort to help the disadvantaged.

-- A Job Fair provides a follow-up service to employers so that if problems arise in terms of youth failing to report for work or presenting other problems on their job, a Job Fair subcommittee can check to see what is wrong.

-- A Job Fair commits employers to active participation in a concrete event. Instead of simply offering pledges to hire youth for the summer, employers go to a central site and do on-the-spot hiring.

-- A Job Fair gives employers wide exposure to disadvantaged youth and places them in contact not only with just those who are sent for on-the-spot interviews but also the many others who are processed at the fair. Most employers come away impressed with how neat and well-mannered the youth are.

An innovation at the 1968 Houston Job Fair was a program in which private citizens not in a position to hire youth for the summer contributed cash to the program. The money was used to hire youth for non-profit organizations such as hospitals. Houston citizens contributed $74,000 to the program, which paid for about 95 jobs.

Detailed information on conducting a Job Fair can be obtained from the Job Fair guidebook of the National Alliance of Businessmen (See Reference Materials section of this chapter) or from the Office of the Mayor, City Hall, Houston, Texas, 77002.

2. Rent-A-Kid

Atlanta's 1968 Rent-a-Kid project operated as a clearinghouse, matching temporary jobs in affluent neighborhoods with poverty youth, chiefly 14 and 15-year-olds looking for work. More than 1,000 youth, ages 14-18, found some work through four full-time offices and a Saturdays-only desk at a shopping center.

Typical jobs were baby-sitting (75-cents per hour, $1 per hour at night plus transportation), yardwork ($1.35 per hour), ironing (10-cents per piece). The minimum wage accepted, outside of baby-sitting, is $1.35. The jobs were short-term, and many youth worked at several jobs in the course of the summer.

The program began in the West End, a depressed area contiguous to a prosperous neighborhood. It was conceived by Mrs. Joy Cochran, Manpower Director of the West End Neighborhood Service Center (Tel: 404/753-6101). It spread to three additional Neighborhood Service Centers and the Georgia Avenue Presbyterian Church.

A private foundation provided $415 for rent and telephone for the storefront headquarters in the West End; an additional $200 came from the Mayor's Youth Council, which also provided a Work-Study student to run the office. Radio and television stations provided free publicity. Police and Fire Departments sent representatives to talk with the youth about emergencies they might encounter on the job, and how to deal with them. Some skills training was provided.

Youth registrants check-in daily with the central office as to their availability for work that day. Employers are encouraged to provide transportation to and from work. Youth are dropped from the registry if they repeatedly fail in promptness, courtesy, or work performance.

To encourage the youth to save their earnings, Rent-a-Kid used funds provided by an anonymous donor to pay 10 per cent interest on savings balances at the end of the summer.

The program was continued to provide part-time work for youth registrants during the school year.

Seattle started a similar program with the same name in the fall of 1968. The Seattle agency is run entirely by youth and is governed by a 21-member youth advisory council comprised of teenagers from the Seattle Model Cities target area. Part-time and permanent jobs for 14-18 year-olds are sought. Youth registrants may go to Seattle Community College and get regular high school credit or take courses from Seattle Opportunities Industrialization Center to receive their high school equivalency diploma. Nine high school students recruit youth on the street, develop jobs, and offer words of advice to "rookie" employees.

3. The State Employment Service

The traditional, and still the most important mechanism for placing youth in summer jobs in most cities is the local office of the State Employment Service. The Employment Service has a large and well-trained staff which can provide valuable services to all other employment programs as well.

PROGRAM EXAMPLES

Neighborhood Youth Corps

1. In New Orleans the NYCers assigned as prekindergarten aides assisted the office personnel in such tasks as answering the telephone, recording messages, distributing and collecting materials. They helped the children during snack periods and outdoor activities.

2. In Atlanta many NYCers served as tutors in some of the most disadvantaged community schools. "Tutoring youngsters became a two-way street for enrollees. They learned as they taught," noted the Atlanta NYC's "Descriptive Narrative Report" for the month of July.

3. In Denver 20 NYCers were assigned to the Denver City and County Library. They were trained to perform library tasks ranging from cataloguing to stacking books, under the supervision of professional librarians. Not only was NYC work performance rated "very good" by library staff, four youth were put on a 40-hour week (with the Library financing the extra 14 hours) and several were promised part-time work during the fall school term.

4. In Detroit the Archdiocese relied on the services of some 700 NYCers in a summer program serving the most depressed areas on the East Side. Work sites included non-profit health, welfare, and education agencies, parks, playgrounds, and recreation areas.

5. In Newark 500 enrollees were assigned to the Mt. Carmel Guild and distributed among non-profit agencies serving the handicapped, the elderly, children, and other needy groups. The responsiveness of NYCers to the needs of the handicapped was remarked upon by Guild staff; one example cited was the 14-year-olds who learned Braille to better serve the visually handicapped. Other NYCers worked in the City Hospital and a municipal institution for the elderly.

6. In Washington 55 NYC enrollees and 112 District Government summer employees worked at the D.C. Police Department. The

program has been expanding since its inception in 1965. Except for three youth on police cars, enrollees were assigned to stations where their tasks were chiefly clerical. Some worked as recreation aides in Police-sponsored camp programs for poverty youth. Their services were in demand, with stations often requesting more youth aides. The summer youth employees attended special events such as cadet graduations, and were taken on tours to such places as the FBI and the Fire Department. It was reported that many youth who entered the program were hostile, initially, but changed their attitudes after firsthand experiences.

7. In Kansas City, 17 NYCers worked as research assistants assigned to the University of Missouri-Kansas City Division for Continuing Education. Their chief duty, for which they were carefully trained, was house-to-house surveying in an inner-city area to determine reactions and suggestions for community school programs.

8. In Chicago "Operation Get Smart" was launched in 1968. Some 150 NYCers, 16 years of age or older, were selected at random from among more than 21,000 enrollees. Their reading levels ranged from zero to 10th grade. They were put in classes with no more than 12 students per class, and as few as four, for students at the lowest reading levels. For enrollees whose reading level was second-grade or less, class attendance was full time, i.e., 26 hours weekly. Others attended remedial classes twice weekly for three-hour sessions. Classroom equipment included closed-circuit television, tape recorder and camera for use in reading, speaking, and role-playing. Replays sparked analysis of errors in students' speech. Reading materials included newspapers, Negro histories, and the writings of authors such as Richard Wright and Lorraine Hansberry. Students were taken on field trips for cultural purposes and travel experience; the teachers noted that many youth had difficulty in getting around once they left their home neighborhood. The more advanced among the remedial students were assigned to libraries and other facilities, where they read to children and to elderly persons.

9. In San Antonio summer NYCers accompanied youngsters on trips 15 miles outside the city to SANYO Day Camp, established by the San Antonio Neighborhood Youth Organization. The camping

experience was a "first" for many NYCers too. Sports Clinics were attended enthusiastically by NYCers; NFL stars conducted the football clinic, Lee Trevino the golf clinic, and national and local track stars participated in the track and field clinic. Visits to HemisFair were high spots during the summer. An outstanding event was the Creative Arts Festival, a week-long program sponsored by SANYO and EODC (Economic Opportunity Development Corporation of San Antonio and Bexar County). Some 100 NYCers participated in the events, which included photography, painting, and theatre. Many were in the Theatre-In-The-Streets and the Sing-out and Talent Program, which presented neighborhood rock-and-roll groups, jazz combos, readings of Negro poetry, and the like. Works created by NYC enrollees at the Festival were displayed subsequently at HemisFair, and some of their plays and films were presented in HemisFair's schedule of activities.

Federal Youth Opportunity Program Hiring

1. The Chicago Payment Center of the Social Security Administration employed 89 disadvantaged youth in summer 1968 as clerical and filing aides. Some were taught to use the 360-Reader Machine which electronically feeds information into computers.

A few days before the summer hires were to begin, two three-hour meetings were conducted for the 27 first-line supervisors to whom one or more youth had been assigned. Two booklets, both available from the President's Council, were distributed to the supervisors and utilized during their discussions. The booklets are "Youth Opportunity Campaign -- Summer 1968" and Social Security's Summer Youth Workers: Do You Really Know Them."

When the new summer employees reported, they were greeted by a staff person who explained personnel procedures. The young people attended one orientation session which focused on the objectives of the Social Security Program and the work of the Payment Center. Towards the end of the summer they attended another orientation conference, where educational opportunities and career opportunities in the Federal Government were discussed.

2. STEP, an on-the-job training program conceived and initiated within the Department of Commerce in summer 1967 was

implemented in scientific facilities of three District of Columbia departments and five Federal agencies as part of the Youth Opportunity Program. STEP offered the students the opportunity to work in career-oriented jobs in scientific environments. Trainees worked as laboratory technicians, computer technicians, statistical aides, surveyors and draftsmen.

The program demonstrated that disadvantaged youth can be efficiently trained to handle jobs at the technician level, and relieve the skill shortage in the technological area. Further information on the STEP program is contained in a booklet entitled "Scientific Technical Employment Program." It can be obtained from the President's Council on Youth Opportunity.

3. The National Institute of Mental Health in Washington turned over recruiting and substantial administrative responsibility of its summer 1968 YOP to the Modern Strivers, a well-organized student group at Eastern High School.

4. The National Communicable Disease Center has been cooperating since 1965 with city health departments to enlist disadvantaged youth in health professions employment, including work in door-to-door promotion of immunization, assisting in hospital message centers, assisting in dental clinics, translating for public health nurses visiting members of minority groups, guiding elderly patients not speaking English to health clinics, assisting in X-Ray units, giving talks, showing movies, and handing out material on the dangers of VD to groups of teen-agers.

5. The Naval Ordnance Station at Forest Park, Ill., employed 103 poor youth in "Operation Shipshape" during summer 1968. Two hours of each eight-hour day were spent in individual and group counseling on vocational and educational matters. The summer employees were divided into 10 groups, each having one college student as a group leader.

Public Sector -- General

1. A Health Careers program for 400 poor youth, mostly 15-year-olds, was conducted in Richmond, Va., during summer 1968 under a $100,000 demonstration grant from the U.S. Department of Health, Education, and Welfare. Participants in the eight-week program received a weekly stipend of $20.

The first week was devoted to registration and orientation. Participants were then divided into groups of 20, each with a group captain, and rotated through the program's seven components. One week each was spent in neighborhood clean-up, health surveys, work in the Richmond Health Department, work in smaller health agencies, field trips, classes conducted by the Virginia Council on Health and Medical Care, and work at the Medical College of Virginia. The program was conducted under the auspices of the Richmond Community Action Program.

2. Dayton used city funds exclusively to employ 45 student trainees in seven city departments during summer 1968. The city hiring program was designed by a special Task Force on Summer Employment consisting of middle management people and a representative of the Board of Education. Initial plans were to employ only 30 youth, but a good response by city department heads boosted the total to 45. The youth were employed for 12 weeks at $1.60 per hour. Integration of student trainees with regular work crews so they are generally not distinguishable from other city employees is a preferable approach in work assignments.

3. Seattle's "Swinger" program provided jobs for 240 youth in connection with a Statewide summer program funded under Section 1115 of the Social Security Act; 85 per cent of the funds were from the Federal Government, 15 per cent from the State. The program was limited to recipients of AFDC (Aid to Families of Dependent Children) in the 16-21 age group. Wages were $281 per month for a 40-hour week, during the period June 10 - September 15. The youth earnings were not discounted from public assistance payments.

The intent was to provide service for the community and significant work experience for the youth. Work sites, developed in cooperation with local agencies, included day care centers operated by United Good Neighbors, Urban League, Neighborhood House, American Civil Liberties Union, Model Cities.

Work assignments included child care in day centers and recreation programs, clerical jobs, and clean-up tasks. The Welfare Department, which was one of the host agencies, used the "Swingers" in clerical, homemaking, and maintenance jobs.

4. Atlanta's Department of Recreation employed 50 youth in a combined camp development/recreation program on city-owned watershed land 44 miles from the city.

5. Twenty poor youth employed under Detroit's Youth Opportunity Campaign in summer 1968 were trained by the Division of Urban Extension of Wayne State University for assignment to 11 neighborhood centers as summer program publicists. Periodic follow-up sessions supplemented a six-day June workshop in communications. Executives in advertising, public relations, radio and TV, and the news media conducted the workshop sessions. A professional public relations man was assigned to work with each youth publicist throughout the summer.

Public-Private Programs

1. A work-study-recreation program in Richmond, Va., provided 1,000 poor youth, mostly 15-year-olds, with a weekly schedule of one day of work in business, one day in community service, two days in special school classes, and one day in recreation. Sponsors were the Chamber of Commerce, the Community Action Program, the Distributive Education Division of the Board of Education, and the City Recreation Department.

2. Chicago's JOBS NOW project has focused on reaching street gang youth. Over 30 private and public agencies work with the project. Twenty of these bring 100 youth to the project center every two weeks for a two-week orientation course. Employers have loaned top personnel officials to work full-time on developing job openings. Some 150 companies have hired these youth with a built-in support program to help them adjust to their jobs. Major agencies involved are the YMCA, Boys' Club, and Chicago Youth Center.

3. Youth Progress in Industry (YPI), St. Louis' special 1968 summer jobs program included in-school training by labor and industry, and assignment of a counselor or "buddy" to groups of 15 youth each. The program resulted in 10,200 jobs for disadvantaged youth, 5,500 in business and industry and 4,700 in the public sector. Launched with $20,000 from a Federal planning

grant, YPI also received $50,000 from Civic Progress, Inc., $242,080 under the State Vocational Rehabilitation Act, $100,000 from the Danforth Foundation, and $124,220 from the U.S. Department of Labor. St. Louis University's Department of Urban Programs evaluated the project. The St. Louis National Alliance of Businessmen adopted the program. Selection of youth was done in cooperation with the public and parochial schools. The Missouri State Employment Service was instrumental in job-matching and placement. The YMCA played a major administrative role.

4. Oklahoma City's "Operation Job Alert" solicited business funds to hire young people for civic work projects. Countless other cities had similar projects, including Des Moines, Iowa, where $200,000 in donations were used to employ 500 poor youth in civic work projects under Community Improvement, Inc., a non-profit agency.

Private Sector

1. The McDonnell-Douglas Corporation in St. Louis last summer provided job training for 100 poor youth. Participants, all 18 or over, were selected in cooperation with the Missouri State Employment Service. Each youth received 60 hours of instruction in basic sheet metal skills, 140 hours in basic electrical skills, 48 hours in shop sketching, and 116 hours in personal development. The latter included personal finance, counseling, and job application procedures. Each participant received a training wage of $1.25 per hour.

2. The First Pennsylvania Bank of Philadelphia started in summer 1968 an eight-month program of bank job training for 25 students from five high schools with high dropout rates.

3. PREVIEW (Program for Recruiting and Educating Vacationers Interested in Engrossing Work) was initiated in 1967 by the Atlanta-based Employment Manager of the Southeastern Regional Office of American Telephone and Telegraph, Long Lines Communication. Six youth were hired the first summer, 10 in 1968. The program emphasizes meaningful work experience to stimulate career development, close working relationships and thorough on-the-job training. PREVIEW has spread to other companies in the Atlanta area, and has been extended by the originating firm to its operations in nine Southern cities.

4. Eastern Airlines employed 280 disadvantaged youth at 15 locations in the U.S. during summer 1968. Eastern's system-wide payroll totals 28,000. More than 85 per cent of the original 280 completed the program, and 92 per cent returned to school in the fall.

5. The Mayo Clinic and IBM plant in Rochester, Minn., provided 30 jobs and housing in summer 1968 for disadvantaged youth from nearby Minneapolis.

6. General Foods' Chairman G.W. Cook put $1 in escrow for every $1 earned by the company's 70 youth employees in 1968.

7. General Electric in Philadelphia hired 21 poor youth for fence-painting work that was previously subcontracted to an outside firm.

8. The Nestle Corporation's summer training program for girls in White Plains, New York, included instruction in hair care, make-up, and office dress.

Non-profit and Voluntary Organizations

1. Rochester Jobs, Inc., a non-profit agency funded by business, employed 65 youth, ages 16-19, in summer 1968 to patrol activities at schools and recreation sites. The pay was $1.75 per hour.

2. The Portland, Oregon, Council of Churches in summer 1968 urged members of its congregations to ask employers to provide summer jobs for youth.

3. Two-women teams from the San Antonio Junior League called personally on 700 small businessmen, encouraging summer hiring of poor youth.

4. "Operation Steeple" in Ogden, Utah, matched young teens with odd jobs in their own neighborhoods. Mayor Bart Wolthius asked the city's 225 churches to appoint Job Coordinators within their own congregations.

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5. Oakland's Symphony hired 25 poor youth to sell local businessmen 2,500 season tickets.

6. Phoenix Boys' Clubs sponsored a "Jobology" course for 23 youth employed in the Neighborhood Youth Corps. Six of the participants are now employed permanently by the Boys' Clubs.

7. The Vienna, Va., Woman's Club and Community Center operated an odd-jobs shop in summer 1968 to find part-time summer work for youth in business, industry, and homes.

Youth-run Businesses

1. Columbus, Ohio, Youth Coordinator James Roseboro in summer 1968 helped 75 poor youth set up their own corporation, and then aided them in getting a city contract to wash 612 city-owned vehicles on a continuing basis.

2. Four youth-run companies, formed under Junior Achievement auspices, provided work for 80 poor youth in Detroit this summer. Business advisors were provided by Ford, General Motors, Chrysler, and Michigan Bell Telephone.

3. St. Paul had a "Trash Barrel Program" in which youth sold trash barrels to housewives and then kept them empty.

4. About 75 Milwaukee youth started their own business in summer 1968 with funds from the Milwaukee Youth Opportunity Board. It is the "House of Truth," an Afro-American coffee house, recreation center, and store. The youth make and sell Afro-American clothing and Afro-American art objects.

5. Memphis started a youth lawn-mowing brigade in summer 1968 under the supervision of a retired meat company employee. Mowers were donated.

REFERENCE MATERIALS

1. Federal Programs in Job Training and Retraining, a complete listing of Federal assistance with information on who to contact for additional funding information. Listings are arranged according to whether the program is for youth or adults. Health, Education and Welfare; OE-37012. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. 50 cents.

2. National Alliance of Businessmen: Operating Manual, a compendium of the policies, plans and procedures of NAB. The Manual is distributed on a selected basis to government officials and voluntary agency heads. National Alliance of Businessmen, 726 Jackson Place, N.W., Washington, D.C., 20235.

3. Job Fair Guide Book, a how-to-do-it manual based on Houston and Dallas experiences. Available from the National Alliance of Businessmen, 726 Jackson Place, N.W., Washington, D.C., 20235; or Mayor's Office, City Hall, Houston, Texas, 77002.

4. Summer Jobs for Youth 1968, a qualitative study of 20 major cities by the National Committee on Employment of Youth, 145 East 32nd Street, New York, New York, 10016. 58pp. $1.

5. "Summer Jobs in Federal Agencies," Announcement No. 414, a booklet available from the U.S. Civil Service Commission, Washington, D.C., 20415.

6. "Do You Really Know Them" and Youth Opportunity Campaign -- Summer '68, short and long guides prepared by the Social Security Administration for supervisors of disadvantaged youth employees. Available in limited quantities from the President's Council on Youth Opportunity, Washington, D.C., 20006.

7. Youth Opportunity Campaign -- Summer 1967, a report of training programs conducted by Federal agencies for summer youth employees in 1967. A bibliography of publications and a list of films are included. Government Printing Office number: 1968 0-305-103 (13), Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402.

8. Putting the Hard-Core Unemployed Into Jobs, Parts I and II, a report of the Business-Civic Leadership Conference on Employment Problems, 1967. Part I is a conference summary; Part II contains case studies. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. 35-cents for Part I, 65-cents for Part II.

9. STEP (Scientific Technical Employment Program), a monograph explaining the procedure for matching students to jobs in the Federal Government's STEP program. Available from the Sales and Distribution Branch, U.S. Department of Commerce, Washington, D.C., 20230, or the President's Council on Youth Opportunity, Washington, D.C., 20006.

10. The Answer is Jobs, a monograph on new programs being sponsored by industry. Available from National Association of Manufacturers, 277 Park Avenue, New York, New York, 10017.

11. Setting Up An Apprenticeship Program, a booklet on establishing apprenticeship programs in industry. Available from U.S. Department of Labor, Office of Manpower Police, Evaluation, and Research, Washington, D.C.

CHAPTER III: EDUCATION

Table of Contents

Page

Role of the Youth Coordinator Ed-3

A. Keeping the Schools Open Ed-3
B. Programs for Older Youth Ed-4
C. Stay-in-School Campaign Ed-5
D. Efforts to Involve the Disadvantaged Ed-6

Resources Ed-7

1. Funding.. Ed-7
2. Federal Funds................................... Ed-7
3. Other Funding Sources Ed-12
4. Facilities Ed-13
5. Manpower....................................... Ed-14
6. Transportation Ed-14

Program Examples Ed-15

Reference Materials Ed-20

III. EDUCATION

In the face of the educational crises of our cities and the generally increased demand for classroom space and school services, wasteful disuse of these resources in the summer months is intolerable.

The National Advisory Commission on Civil Disorders put it this way:

> "The present, anachronistic practice of releasing hundreds of thousands of children from a relatively full school schedule to idleness in the summer months is both a substantial factor in producing disorders and a tragic waste of time and facilities."

The annual closing of schools in the summer months -- some call it padlocking -- has two primary results pertinent to youth program considerations:

1. It precipitates a demand for temporary work that no city has been able to meet.

2. It isolates many youth for two-to-three months from the facilities and services most capable of meeting their needs.

Summertime is an especially critical period for many youth, particularly the disadvantaged. It can bring idleness, arrested intellectual growth, and an eroding of the educational progress made during the school year. A New York City study found that teachers in upper elementary grades often spend the first few months of the school year simply making up the pupil achievement losses which occurred in the summer.

Summer affords a unique opportunity to couple education, employment and recreation programs in imaginative ways. Open schools can bring education to disadvantaged youth, and they can be a source of summer income for youth who find work supervising activities for young children at school facilities.

The potential summer uses of educational facilities include: Remedial classes, cultural and recreational activities, day camps, arts and crafts, library and work-study programs, teacher training, and many more.

Schools can become the focal point for a neighborhood's educational, social, and recreational needs. A recent study of schools in Syracuse, New York, indicated that a school's "involvement" with its neighborhood was an important factor in whether or not the school was a target for vandalism.

The National Advisory Council on the Education of Disadvantaged Children has reported that "...dollars thoughtfully expended on summer schools may be among the most productive dollars spent...." and that summer educational programs:

> "...provide an atmosphere of experimentation and innovation by freeing teachers from the rigid 'winter school' requirements of fixed schedules and prescribed texts. By reducing pupil-teacher ratios, summer programs invite the development of closer, warmer classroom relationships...and...enable intensive programs of teacher training."

ROLE OF THE YOUTH COORDINATOR

The Youth Coordinator's primary role in education is to seek the development of valid summer programs for disadvantaged youth using the full educational resources of the community. This will ential:

A. Providing the impetus for keeping the schools open throughout the summer months and after normal school hours. Steps to be taken toward this objective include:

1. Surveying the schools, colleges, and educationally-oriented agencies to identify their planned programs and available resources. All schools -- public, private, and parochial -- should be contacted. The survey of planned programs should provide information on the program title, age group to be served, number of participants, sponsor, director, specific activities planned, and facilities to be used.

2. Consulting with boards of education, superintendents, college officials, and private agencies to determine their willingness to devote resources to summer programs for poor youth. Since school boards are increasingly faced with pressures to limit summer program expenditures, the Youth Coordiantor must present a strong case for the allocation of additional resources for new or unscheduled summer programs. This is especially true where local budgets covering summer programs have already been prepared.

3. Inviting representatives of the schools, colleges, and educationally-oriented agencies to serve on the Mayor's Council on Youth Opportunity. The president of the Board of Education and the Superintendent of Schools may be especially halpful in this capacity.

4. Establishing an education planning committee under the leadership of older youth and educators to set priorities in programs for disadvantaged youth. The committee should include representatives of the previously mentioned educational groups, business, Community Action Agency, Employment Service, Welfare Department, Recreation Department, Health Department, civil rights and ethnic organizations, labor unions, teachers, and disadvantaged students.

B. Encouraging and ensuring the development of summer educational programs for older youth. Such programs should:

1. Involve youth in program planning and implementation. It may be helpful to conduct a pre-summer survey among in-school youth, hire youth to conduct a similar survey among out-of-school youth, and provide for substantial youth representation in the education planning committee.

2. Emphasize the work-study relationship, prehaps through combining part-time employment with part-time instruction in career-related skills.

3. Provide special education opportunities for actual and potential dropouts. Programs for actual and potential dropouts should have a direct relationship to work opportunities and should include substantial periods of paid employment related to individual career interests. One possible approach might be to pay stipends for class attendance with funds solicited from businesses willing to participate in the summer youth program, but unable to provide job openings.

4. Improve year-round school programming, especially as it relates to vocational preparation.

5. Avoid the formal atmosphere of regular school, particularly through the use of lower pupil-teacher ratios to upgrade skills in specific deficiencies identified in the regular school program.

6. Explore new methods of educationally reaching youth who do not respond to traditional education methods, possibly through the use of arts workshops or employment of underachievers as summer tutors for younger age groups.

7. Make special use of available resources and personnel in vocational counseling and recreation-education-employment combination programs using facilities such as gyms, playgrounds, pools, libraries, etc.

C. Initiating a year-round Stay-in-School Campaign. Such a campaign should be tied to the summer education program and launched under the leadership of the Mayor's Council on Youth Opportunity and the employment and education planning committees. It would include:

1. Asking businessmen to urge their summer employees to return to school, and to provide part-time in-school jobs for those who will need them.

2. Ensuring that all summer programs include the Stay in School theme as an integral component of their activities.

3. Developing a means of identifying and staying in touch with actual and potential dropouts.

4. Asking business, unions, and private and non-profit agencies to share employment counseling and vocational guidance personnel with the

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schools. Business might also be willing to work with the schools in developing vocational training programs that will meet the future skill needs of the community. Trade associations may be helpful in taking the lead in initiating such projects.

5. Evaluating the effectiveness of existing programs and policies directed at the actual or potential dropout.

D. Making special efforts to fully involve the disadvantaged in determining their own programs. This step should include ensuring that residents of poor neighborhoods, and especially the fathers and mothers of disadvantaged students, help plan the courses funded under Title I of the Elementary and Secondary Education Act. Congress has stipulated that this is to be done.

RESOURCES

The resources required to conduct an effective summer education program for disadvantaged youth -- whether stemming from Federal, State, or local sources -- will most often already exist in the community.

1. Funding

Most of the decisions affecting the use of summer education program funds, regardless of the source of the funds, are made at the local or State level. The local school district itself is potentially the major source of summer funds. Outside of the local school district, the primary sources of educational funding assistance are the State and Federal Government. In some instances, funding assistance may be available from Foundations or city and county govvernments.

The list of funding sources that follows should be viewed by the Youth Coordinator as information which may be helpful in his consultations with local school officials. The Youth Coordinator should bear in mind that, in most instances, local school officials will have already tapped or attempted to tap available sources of funds. However, there may also be instances when good, substantial program ideas will be helpful to school officials in justifying additional allocations under an existing program.

Funding sources can sometimes be combined in imaginative ways. It is therefore useful to look first at what might be done, and then consider funding possibilities. When approaching local school officials with suggestions for new programs, it will be necessary to convince them that the recommended approaches actually will provide a better use of existing funds, either educationally or in terms of other community problems.

2. Federal Funds

Federal programs of assistance to local school districts and colleges and universities include:

Elementary and Secondary Education Act (Title I) -- This program, designed to meet the special needs of educationally-deprived children, is a major resource. In 1968 an estimated $168 million were spent for summer projects serving more than 2.5 million young people. The funds are allocated locally through a specific formula based on the number of poor youth in the school district. Since these funds are year-round allocations rather than summer funds, it is essential to take steps early to secure a share of Title I funds for summer programs at the local level.

Elementary and Secondary Education Act (Title I: Mirgrant Fund) -- Funds under this program go directly to the State. They are allocated for special education programs for migratory children of migratory agricultural workers. Many States have established summer school programs to provide migratory children with an opportunity to make up schooling lost during the regular school year. Summer programs may include remedial instruction, cultural enrichment projects involving field trips, summer camps and instruction in music, arts, homemaking, health citizenship and vocational training. The appropriate contact is the State Title I coordinator.

Elementary and Secondary Education Act (Title III) -- This program provides grants for supplementary educational centers and services which may be provided through local schools and other community agencies for the development of experimental and model programs. Long lead time is usually required.

Elementary and Secondary Education Act (Title VII: Bilingual Experimental and Demonstration Programs) -- This program provides for bilingual experimental and demonstration courses in languages other than English.

Elementary and Secondary Education Act (Title VIII) -- A new dropout prevention demonstration program is authorized under this Title of ESEA. Funding has begun in fiscal year 1969 for experimental demonstrations to discover effective educational practices which show promise of reducing the number of children who do not complete their education in elementary and secondary schools, especially disadvantaged children. The Office of Education cautions that Congress envisions this project as a concentrated demonstration effort in a limited number of cities and rural areas. Specifications for projects are stringent.

Higher Education Act of 1965 (Title I) -- This program provides funds to institutions of higher education to support extension and continuing education programs designed to solve community problems and to meet the continuing educational needs of citizens whose formal education had been terminated or interrupted. Funds are apportioned to states according to population, but within states each university or college must apply to the Title I, HEA administrator for funding of special projects. Normally community service projects are looked upon favorably, but the college must make the application. While funds for this summer have already been allocated, it is not too early to plan for summer 1970. In addition, in some states a limited amount of 1969 money may be unspent. In other cases the present program may be flexible enough to shift some emphasis to summer.

Higher Education Act (Title IV-C: College Work-Study) -- Grants are awarded to colleges to hire students for on-campus or off-campus jobs. Off-campus jobs in public non-profit organizations could be in such areas as health, education, or recreation. The Federal government contributes the major share of the compensation to students and the institution or off-campus agency provides the remaining amount. College Work-Study students might be used as personnel for summer programs if the Youth Coordinator is able to explore this possibility early enough. During the summer, Work-Study students may continue working in their home towns even though their college is not located in that town.

The grants have already been allocated for summer 1969, but the Youth Coordinator may be able to convince universities and colleges to shift present Work-Study assignments. He should also work now to get a commitment for summer 1970. This means lining up community service positions with government and non-profit institutions and showing the Work-Study administrators that these jobs offer greater opportunities than many assignments of College Work-Study students.

Higher Education Act (Title V-B: Teachers Corps) -- During the summer of 1968, many Teacher Corps university centers participated in summer youth programs. The Youth Coordinator should contact the local Teacher Corps representative about the availability of members in his city, or write Teacher Corps, Washington, D.C., for further information.

Education Professions Development Act (PL 90-35) -- This program may offer a special new tool to involve universities and colleges in trying out summer teaching, tutoring, counseling programs in conjunction with community service efforts. Cities with teacher training institutions can make special use of these new programs.

Vocational Education Act of 1963 as Amended in 1968 -- This legislation covers basic vocational and technical training opportunities, work-study programs within local school districts, in-service teacher training, research in curriculum for the disadvantaged, training for office occupations, and training opportunities in health occupations. Persons eligible include high school students, who have completed or left high school and who can study full time, persons in the labor market needing training or retraining, and any individual with an academic or socioeconomic handicap.

Except for some special provisions of the law, these funds go directly to the states which in turn redistribute them to fund local vocational education programs. In this sense, the funds are local. Plans for use of the funds locally may already have been made, but in some instances, the Youth Coordiantor may be able to convince school officials to reallocate funds for summer programs.

The work-study section of the Act (Part H) is also locally controlled, but is less directly tied to the regular school budget.

Economic Opportunity Act of 1964 -- This legislation provides a host of possible education programs in the schools, Community Action Agencies, and non-profit and public agencies. The Act covers Community Action Programs, Tutorial Programs, VISTA Summer Associates, Upward Bound, Neighborhood Youth Corps, and Head Start. The local Community Action Agency can provide detailed information on each.

Neighborhood Youth Corps offers school districts an opportunity to employ youth during the summer months and to involve them as junior staff members in programs for young children, especially in tutorial programs and recreational activities using school facilities.

Head Start focuses on pre-school disadvantaged children. When combined with other Office of Economic Opportunity and Office of Education programs, it can offer opportunities for older youth to work as tutors and serve as success models for the children.

National Defense Education Act (Title V-A) -- This provision allows local school districts to establish, maintain, and improve guidance counseling and testing programs for dropouts, unemployed youth, minority youth, and economically disadvantaged youth. The training of counselors to implement these services is made available through the Education Professions Development Act.

Manpower Development Training Act -- The Department of Labor and the U.S. Office of Education have conducted a variety of programs under this Act through the schools and on-the-job training which ties education to future employment.

Adult Education Act of 1966 -- This program provides basic education opportunities for persons 18 years of age and older. Funds under the Act can be combined with Neighborhood Youth Corps and local funds to conduct summer programs.

3. Other Funding Sources

Additional sources of funds for summer education programs include:

State Funds -- Some states have enacted legislation similar to Title I and Title III of the Elementary and Secondary Education Act of the Federal Government. The Youth Coordinator should check to see if his State is one of these.

Local School Funds -- Local school district funds and facilities, including State aid, represent the largest single resource available for summer education programs. The Youth Coordinator should seek to convince the School Board and Superintendent that these funds can be fruitfully used for summer programs for disadvantaged youth. Where summer program budgets have already been set, the Youth Coordinator should ensure that the programs reach disadvantaged youth.

Parochial Schools -- Parochial and other private schools will often be willing to participate in the community's summer programs. The Youth Coordinator should contact local religious leaders and the heads of the schools to encourage their participation.

City, County Government -- In certain instances, city and/or county funds may be appropriated or reallocated to support recreation and employment programs using school or college facilities.

4. Facilities

The primary sources of facilities for educational programs or combination programs with educational components are:

Schools, Colleges, and Universities -- These facilities include playgrounds, gymnasiums, swimming pools, classrooms, vocational shops, music rooms and instruments, auditoriums, athletic fields, libraries, secretarial training equipment, counseling aide, science laboratories, buses.

The Community -- There are numerous groups within the community which may contribute facilities and equipment for educational programs. These facilities include theaters, auditoriums, stadiums, convention centers, business schools, storefronts, Federal buildings, libraries, museums, neighborhood centers, fire stations, police stations, park and recreation areas, churches, YWCA, YMCA, fraternal organizations, etc.

5. Manpower

Federally-funded programs which can be tapped for personnel to supplement summer program staff include College Work-Study, Neighborhood Youth Corps, VISTA Summer Associates, and the Teacher Corps.

College students and faculty members are also good sources of supplementary program staff.

Community volunteers, particularly those with specialized training in the subject area to be covered in education programs, can be very helpful. However, these volunteers must be actively recruited. Public appeals for volunteers should be very specific as to the skills needed and as to how residents sign up for the programs.

6. Transportation

Some states have statutes prohibiting the use of public school buses during the summer months, or restricting their use to programs in the schools. The Youth Coordinator should enlist the cooperation of school officials, community leaders, and State legislators in seeking revision of such statutes.

PROGRAM EXAMPLES

1. The National Commission on Resources for Youth, a non-profit corporation, sponsored youth-to-youth tutorial projects in Philadelphia and Newark in summer 1968 and found that disadvantaged tutors and students benefited, as they did in summer 1967 in a similar experiment in New York City conducted by Mobilization for Youth. Academic gains were surprising. The reading skills, behavior, and dress of both tutors and students also changed for the better. Both cities linked youth-to-youth tutoring concepts with the Neighborhood Youth Corps, thereby providing work opportunities for high school students.

2. An "opportunity high school" was designed in St. Louis, Missouri, to afford suspended students a continuing educational opportunity in a high school which offers ungraded classes, small class size, and a work-study program. Maximum pupil-teacher ratio is 12-1. Class schedules are flexible so the student can hold a job and continue his studies.

3. In a Boston, Massachusetts, summer education program, pupils in grades five through nine were allowed to select their own courses in a main area of interest in such creative arts as music, drama, dance, art, and photography. One of the main features of the program was that it offered motivation for learning where regular teaching techniques had failed.

4. Teacher Corps members in Cleveland helped supervise large groups of children attending summer arts festivals. Interns telephoned parents and made home visits as follow up on other available programs. (For more information, contact the Cleveland Arts Festival, 11125 Magnolia Drive, Cleveland, Ohio, 44106.)

5. In Washington, D.C., the Ogden Technology Laboratories developed a curriculum and provided instructors over a 15-month period to train 120 disadvantaged youth in oceanographic research under the Manpower Development and Training Act.

6. Michigan Bell Telephone "adopted" Northern High School in Detroit and provided managerial skills, technical assistance and training facilities to aid Northern High administration and faculty. Program components varied from one-day-a-week instruction in job-hunting for economics class students to 10 weeks of basic studies in electricity. In addition to these aids, Michigan Bell funded a special remedial education experiment for the lowest-ranking students. Other telephone companies and schools in Pittsburgh, Chicago, and Milwaukee are following similar programs.

7. In Marshfield, Wisconsin, an outdoor education program was designed to acquaint educationally disadvantaged children with good conservation practices and procedures. Members of the biology and science departments of Marshfield High School and members of the conservation, art, and physical education departments at Wisconsin State University (Stevens Point) conducted the program at a forest camp.

8. Omaha schools have obtained year-round use of a 160-acre, eight-building farm 20 miles north of the city to be used for a variety of activities including camping, recreation, livestock exhibit, and agriculturally-oriented job training.

9. The "storefront academies" of the New York Urban League provide teaching methods that differ substantially from public school practices for mostly Negro teen-agers from Harlem who had quit the city public high schools. Many of the youth had fallen prey to narcotics, taken up petty crime or begun wandering aimlessly in the streets. Classes are small, usually with fewer than 10 students, and instructors keep the atmosphere informal, like a free-wheeling seminar. The "storefront academies" are an inner-city version of the old one-room schoolhouse. Funds from the Federal Government, foundations, business, and the city are used to run the academies from such locations as a former supermarket and a one-time clothing store. The Urban League program, now in its fifth year, includes about 600 youth in 15 storefronts. About 150 graduates have entered college.

10. Flint, Michigan, schools are open seven days a week all summer long. There are regular summer school and extended school programs for elementary pupils, remedial classes for

junior high students, regular summer courses for high school youth, pre-school classes, teacher workshops, and recreation programs that make use of school facilities. Funds come from the Mott Family Foundation, Title I of the Elementary and Secondary Education Act, Head Start, Neighborhood Youth Corps, and the local schools budget.

11. The trade high school at Springfield, Mass., offers machine shop and electronics courses to June high school graduates who lack a salable skill.

12. Philadelphia's "A Two-Week Look at Business" and numerous other school-work programs give students job orientation and experience and at the same time provide incentives to stay in school until graduation.

13. Birmingham, Alabama, gives the in-car part of its driver education course in summer because schedules can be made as flexible as students require.

14. Birmingham also used funds under Title I of the Elementary and Secondary Education Act in 1968 to put physical education equipment and staff into 26 schools. This was part of the city's plan to put a recreation site within walking distance of every young person in the city.

15. Los Angeles city schools hired 90 high school youth in summer 1968 to tutor 1,800 children in the lower grades in basic subjects and in arts and crafts. The high school youth were trained and supervised by college students, who, in turn, were trained and supervised by school staff members.

16. The Oil City, Pennsylvania, school system is hiring teachers for a full year instead of the conventional nine months. During the summer months, teachers attend graduate courses, workshops and seminars in curriculum development, teach summer school classes, and work in the schools' recreational program.

17. In Milwaukee during summer 1968, 10th, 11th, and 12th graders met daily for courses including home and family living,

community studies, and studies in social relationships. Students visited various residential and shopping areas and community social and service agencies, and conduct surveys and polls in the neighborhoods they visit as background for round-table discussion.

18. School leaders of Warren, Ohio, a few years ago transferred 150 high school students, earmarked as potential dropouts, to an antiquated school building for an unusual one-year program of occupational training. The students were all in the lowest 7 per cent of academic achievement and seemed bound to leave school almost illiterate, preconditioned to defeat and psychologically disoriented. The program was a last-ditch attempt to save them from the ranks of the hard-core unemployed.

The stopgap program flourished into an extraordinary six-year curriculum, extending from the seventh to the 12th grades. It combines an unorthodox academic program with practical work in the school shop and on a school-owned farm. This practical work leads to part-time employment during the 11th and 12th grades for pay as well as school credit. In a recent school year, working students not only earned an average of more than $700, but had built bank savings accounts averaging $400. Warren's dropout rate was reduced from 5.69 per cent in the first year to 4.87, 3.64, 2.95, 2.25, and 2.02 per cent in successive years. Students whose experience includes the part-time work program move directly into full-time jobs upon graduation. The most surprising results to teachers have been changes in students' motivation, occupational outlook, and personal behavior.

19. Detroit's public schools in 1968 conducted a summer work training project for 1,000 youth, age 14-15. The youth were employed in the schools as audio-visual aides, teacher aides, clerical aides, etc. The students earned $1 per hour for up to 30 hours per week. The New Detroit Committee provided $200,000 for the project. An additional $40,000 was allocated under Title I of the Elementary and Secondary Education Act.

20. Another Detroit project in summer 1968 funded under the Elementary and Secondary Education Act provided work-study

experiences for 325 high school dropouts and unemployed youth, age 16-21. The program included individual counseling, paid work experience, job placement and follow-up services.

21. San Diego's "Teen Posts," youth centers located in inner-city neighborhoods, conducted classes in Swahili, Black History and Culture, sewing and auto mechanics.

REFERENCE MATERIALS

1. Title I, ESEA: A Review and a Forward Look -- 1969 Fourth Annual Report of Title I, School Year 1968. A review of the Title I Program, certain basic education problems confronting the Federal Government, and examples of 21 successful programs. Available from the National Advisory Council on the Education of Disadvantaged Children, 1900 E Street, N.W., Washington, D.C., 20415.

2. American Education. Monthly education magazine published ten times a year by the Office of Education, Department of Health, Education and Welfare. An excellent source for program ideas. For sale by Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. 45 cents per copy.

3. Notes and Working Papers Concerning the Administration of Programs Under the Higher Education Act of 1965. Although dated, this document is a useful introduction to basic programs covered by the Higher Education Act of 1965. Available from the Committee on Labor and Welfare, U.S. Senate, Washington, D.C.

4. Community Education Tutorial Programs, October 1967. A description of how education programs may be imaginatively used. Available from the Office of Economic Opportunity, Community Action Program, 1200 19th Street, N.W., Washington, D.C., 20506.

5. "Bridging the Gap from School to Work." A chapter reprinted from the 1968 Manpower Report to the President. Available from the President's Council on Youth Opportunity.

6. Education '67 -- It's Programs and Services. A short analysis of major Federally-supported education programs. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. 35 cents.

7. PACE Report, a monthly periodical detailing Title III ESEA Programs and results. Write -- PACE Report, 201 Taylor Education Building, College of Education, University of Kentucky, Lexington, Kentucky, 40506.

8. Summer Education for Children of Poverty. U.S. Office of Education publication No. 1966-OE-37006. Available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. 40 cents.

9. "From Classroom to Workshop: A Hazardous Journey." A reprint of an article from the December 1968 Monthly Labor Review of the U.S. Department of Labor. Available from the President's Council on Youth Opportunity.

10. Afro-Americans: A Handbook for Educators and Mexican-Americans: A Handbook for Educators. Both available from Far West Laboratory for Educational Research and Development, 1 Garden Circle, Hotel Claremont, Berkeley, California, 94705.

11. Federal Library Legislation, Programs, and Services, Part II. Available from the President's Council on Youth Opportunity.

12. New Directions in Vocational Education: Case Studies in Change. Department of Health, Education, and Welfare publication No. OE-80047. Available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. 30 cents.

13. Special Report: Summer Projects. Summer program ideas for use of summer funds under Title I of the Elementary and Secondary Education Act are given. Available from Office of Education, Publications Office, Washington, D.C., 20202.

14. Upward Bound: The War on Talent Waste. A description of what the program is and who may apply. Available from Information Office, Office of Economic Opportunity, Washington, D.C., 20506.

15. A Chance for a Change: New School Programs for the Disadvantaged. Descriptions of programs for which funds under Title I of the Elementary and Secondary Education Act may be used.

16. Federal Programs to Improve Mexican-American Education. Available from U.S. Office of Education, Mexican-American Affairs Unit, Washington, D.C., 20202.

17. The U.S. Office of Education. A handbook on the organization and functions of this Federal agency. For sale by the Superintendent of Documents, Government Printing Office, Washington, D.C., 20402. 75 cents.

CHAPTER IV: RECREATION

Table of Contents

Page

Role of the Youth Coordinator R-2

Resources R-4

1. Funding R-5
2. Major Under-utilized Resources R-6
3. Expanding the Use of Existing Facilities R-7
4. Manpower R-8
5. Transportation Resources R-11

Camping R-13

1. Who Operates Camps R-14
2. Sources of Financing Camperships R-15
3. Potential Resources R-16
4. Cost of Camperships R-17
5. Camping Checklist R-17
6. Sample Survey Form R-18
7. Day Camping R-20
8. Department of Agriculture Food Assistance for Summer Programs R-21

Swimming and Water Programs R-22

Arts Programs R-24

Program Examples R-26

General R-26
Resources R-27
Camping R-27
Special Programs R-28
Schools R-28
Arts R-29

Reference Materials R-31

IV. RECREATION

Recreation programs offer great potential for youth-run activities, leadership training, and employment -- as well as fun and relaxation. However, many existing programs do not take proper advantage of these opportunities:

> "A basketball court is not a recreation program; a teen center is not a program either. A program is not a thing; it is a plan of action. It is something designed and purposeful, organized and supervised.
>
> "A youth is not just a person between the ages of 14 and 21. He is a 15-year-old with time on his hands, looking for companionship; he is a 20-year-old man with a wife and child, tired after the day's work, but wanting to take his wife out. A youth is also a 16-year-old girl interested in playing basketball and playing it well, but unable to find a coach or organize a team. Her 17-year-old sister is part of a singing group which has nowhere to perform. These are legitimate human needs that recreation programs can meet, but they seldom do."*

Meaningful programs require concentrated effort, beginning not with society's desire for unbroken windows but with the need of youth for real opportunity.

Recreation programs need not be isolated from work, education, and cultural enrichment. The most effective programs will be those which cut across these standard categories. Summer offers a real opportunity to do something fresh in this area, using new patterns and combinations.

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* From the Street, a 1967 evaluation of summer youth programs by the TransCentury Corporation.

ROLE OF THE YOUTH COORDINATOR

The Youth Coordinator's primary tasks in the recreational area are to:

A. Find out just what the city has and needs in recreation programs and, once a need is clearly identified, determine which public or private agency or agencies can best meet the need. This will entail:

1. establishing year-round working relationships with public and private agencies, preferably through a recreation planning committee.

2. identifying all of the physical and human resources presently available in the community for recreational purposes. There probably are many under-utilized resources in your community such as schools, National Guard and military facilities, vacant lots and buildings, small but potentially valuable non-profit and private agencies, willing volunteers who need only advice about where to sign up, etc. (See Resources section in this chapter.)

3. developing maximum youth participation in the planning and implementation of recreational programs, perhaps through neighborhood youth advisory committees.

4. seeking a means of flexible funding which will enable the recreational planning committee to respond quickly to programs requested and designed by neighborhood youth groups as their answer to their needs.

5. setting up an informational clearinghouse on the scattered recreational efforts by dozens of groups, and seeking a means of coordinating the scheduling of activities so they reach

> the maximum number of youth. Some cities have used a comprehensive list of scheduled events which is regularly publicized in the media and distributed by hand in poverty neighborhoods.

It may be helpful to work towards the development of a city policy applicable to public and private agencies which would assign priorities in planning and programming for youth recreational activities.

B. Ensure that recreational programs give sufficient emphasis and/or recognition to:

1. planned and supervised activities in the evening and on weekends, the times of the day and week when 14-21 year-olds are most interested in recreational outlets.

2. the differing needs of older youth from younger age groups, and of girls from boys. Similarly the needs of the physically handicapped or disabled child should be recognized and provided for.

3. adequate transportation.

4. priority for programs which will be or have potential for being continued after summer's end.

5. convenience and neighborhood acceptability of recreational facility and activity locations. *

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* Summer program evaluations have indicated that some of the best facilities and events are often inaccessible to poor youth because of inadequate transportation, and that others within walking distance of neighborhood homes are not used because younger children would have to cross major intersections to get to them and/or because the facilities were not considered to be a part of the neighborhood "community."

RESOURCES

Nearly all of the resources needed for recreation programs -- funds, facilities, and manpower -- will be found in the community itself, and under the control of existing local public and private agencies. In addition to the city and county parks and recreation departments, these agencies would include:

Federal -- National Parks, National Forest Recreation Facilities, military installations, and Job Corps Centers.

State -- State Parks, State Fairgrounds, National Guard, State colleges, and State Forests.

Municipal -- Boards of Education, county and special district or regional authorities, urban renewal agency, urban beautification agency, local housing authority, Fire Department, Police Department, Community Action Agency, and the Public Library System.

Private -- United Fund agency, Health and Welfare Planning Council, Boy Scouts, Boys' Clubs, Girl Scouts, Community Centers, Girls' Clubs, Campfire Girls, Settlement Houses, YMCA, YMHA, YWCA, YWHA, Catholic Youth Organization, 4-H Clubs, Red Cross Youth, Little League Baseball, etc.

Others -- Churches, professional athletic teams, theaters, bowling alleys, skating rinks, riding academies, swimming pools, golf courses, tennis courts, etc.

NOTE: For additional aid in locating recreational facilities, the Department of Interior has compiled the booklet A Directory of Private Organizations Providing Assistance in Outdoor Recreation. It is available for 35-cents from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402.

A survey will be helpful in determining the extent of summer planning by each agency, the type of program(s) it expects to operate, availability of funds, facilities, and manpower. In the case of facilities, such a survey should indicate locations, responsible agencies, capacity, conditions for use, days and time in use, availability of light for evening programs, fees, staffing deficiencies, job opportunities, equipment, etc.

In some communities, it will be helpful to establish subcommittees to survey specific geographical areas.

The findings of the inventory of facilities can be projected on a map of the city, using colored pins to identify kinds of facilities and shaded areas to indicate concentrations of needy youth.

Some communities have used the information gathered in such surveys to prepare and distribute through the schools and recreation centers a simple directory of recreational opportunities for youth of each quadrant of the city. This has been done prior to the closing of school.

1. Funding

The survey of public and private agencies will provide much helpful information concerning project funding. Local agencies should be contacted early to make sure that they budget what they can for recreational programs. Most communities, however, will feel a need to explore other avenues for financing additional recreational projects.

Requesting funds for a specific project will frequently produce better results than general appeals. In New Brunswick, N. J., for example, four banks joined together to purchase a portable swimming pool in response to a specific request. Automobile dealers built another. Similarly, civic clubs may undertake a specific goal such as light a playground for night-time use; the local newspaper or an organization such as the Jaycees may conduct a fund drive specifically to raise money to send needy youth to camp.

Some cities have had success with listing in a publication or advertisement the specific recreational projects which require funds from private sources. The project, number of youth to be served, cost, and sponsoring agency are listed. A department store or business can sponsor a full-page newspaper advertisement listing these projects, or the projects and costs can be prepared in booklet form as was done in 1968 by St. Louis and Philadelphia.

Federal funds to assist communities in recreational and related programs are found in many different Departments and Agencies. Major sources are the Departments of Interior, Agriculture, Housing and Urban Development, Health, Education, and Welfare, the Office of Economic Opportunity and the National Foundation for the Arts and the Humanities. (See Reference Materials section of this chapter.)

2. Major Under-utilized Resources

Many communities have found the following often under-utilized facilities to be of valuable assistance in recreational activities:

> Schools -- There are an estimated 213,000 general facilities and 24,000 auditoriums within the public schools alone, many of which are not in use during the summer months. Potentially usable facilities include playgrounds, gyms, athletic fields, libraries, auditoriums, cafeterias, swimming pools, theaters, special classrooms for arts and crafts, mechanics, and music.
>
> National Guard Armories -- There are currently 2,700 National Guard Armories in the United States which could be used to provide indoor recreational activities on a mass basis, or in smaller groups. Many are readily adaptable to day camping. Arrangements for use must be coordinated through the local National Guard Commander.
>
> Military Facilities -- U.S. military installations are authorized to support youth opportunity

programs in adjoining communities as long as such support does not interfere with the regular training mission of the base. Base recreation facilities may be opened to groups of youth and, in some instances, facilities and equipment may be loaned. Contact the base commander. (See Reference Materials section of this Chapter and Appendix Item #4.)

3. Expanding the Use of Existing Facilities

A number of steps can be taken to expand the use of existing facilities or to inexpensively expand services and develop new facilities. These include:

Additional lighting -- a 1960 survey by the National Recreation and Parks Association determined that only 25 per cent of those recreational facilities that could be lighted were lighted. A follow-up survey in 1966 indicated that some progress had been made, but that much more needed to be done. The addition of lighting facilities can extend hours of operation for existing playgrounds and other facilities. A Department of Commerce publication, Lighting for Outdoor Recreation, published in 1967 is available from the President's Council on Youth Opportunity.

Fees -- If fees are charged for recreation activities, see if the fees can be waived or reduced, especially at swimming pools. A voluntary agency could "sponsor" the pool at certain hours, allowing needy youth to be admitted free.

Miniparks or tot-lots -- City-owned properties or tax-delinquent properties can be cleared and utilized as play areas for young children. Volunteers or Neighborhood Youth Corps enrollees can be employed to clear the land. Supervisory staff may be available from the Parks Department or local Community Action Agency. Volunteers from the neighborhood or Recreation Aides trained by the NYC can be utilized. Equipment can be provided by the city or donated by private sources.

Playstreets -- Streets can be blocked off after rush hours and converted to play areas by the use of portable equipment.

Parking Lot Playgrounds -- After stores close, lighted parking lots can be converted to evening hour playgrounds. Portable equipment may be moved in.

Vacant Buildings -- Neighborhood youth can be enlisted to turn a vacant building into a neighborhood center.

Mobile Recreation Units -- Mobile recreation equipment ranges from swimming pools to zoos and museums. These help expand the geographical availability of special facilities and increase neighborhood participation. A booklet, Mobile and Portable Recreation Facilities is available from the National Recreation and Park Association, 1700 Pennsylvania Avenue, N.W., Washington, D.C., 20006.

Private facilities -- Some cities have obtained the use of private facilities such as country club, apartment, or home swimming pools during limited hours of the day.

4. Manpower

Most agencies provide additional staff for their summer programs, but frequently there are staffing deficiencies which must be met before a comprehensive program can be effected. There are several existing programs through which the human resources of any agency may be supplemented.

Neighborhood Youth Corps -- NYC enrollees have been used with great success in many cities. Two crucial considerations are: (1) proper training should be provided before the start of the summer program, and (2) proper supervision must be given throughout the summer months.

VISTA Associates -- The Associates are assigned to a sponsoring agency for ten weeks of the summer. Applications for the summer VISTAs should be made as early as possible to the VISTA Regional Administrator in your area. (See Appendix Item #7.)

College Work-Study Programs -- Under contracts with institutions of higher learning, the U.S. Office of Education permits Work-Study students to work with public or non-profit agencies, if this employment is in the public interest. If there is a participating college or university in the community -- almost any college or university is eligible -- you may wish to inquire about the use of CWS students this summer. Inquiries can be made to a participating college or to Donovan J. Allen, Chief, Work-Study Branch, Bureau of Higher Education, Office of Education, 330 Independence Avenue, S.W., Washington, D.C., 20201.

Peace Corps -- Many returning Peace Corps volunteers are anxious to participate as volunteers in social programs of all types.

Teacher Corps -- The Teacher Corps is made up of dedicated teachers who receive special training in educational techniques for dealing with the disadvantaged. Although their jobs are primarily education-oriented, many Corpsmen may wish to participate in recreation, cultural and other activities as well.

In addition to utilizing personnel from these directly-funded Federal programs, a call for volunteer assistance from other agencies and from the private sector may be productive. Some suggestions along this line are as follows.

Federal Employees, Military and National Guard Personnel -- These sources can provide men and women who would donate evening and weekend time to supervising, instructing and assisting in recreation and other community youth programs. Administrative leave may sometimes be approved for Federal employees who wish to participate in these social service activities.

Colleges and Universities -- Students and faculty members, many of whom have talent and expertise in areas such as education and recreation, can be asked to donate their time. Some who are not in financial need may even be able to work full-time during the summer as volunteers in the city program. Contact the schools directly for possible volunteers.

Private Sector -- There are many people not associated with Federal or local government who would be happy to participate as volunteers in summer youth programs. They may also be able to provide space and/or equipment for such programs. These would include members of private groups such as men's service clubs, women's service clubs, church groups, fraternal organizations, youth-serving organizations, trade and labor unions, fire and police departments, entertainers and sports personalities, businessmen's organizations.

People with professional skills -- musicians, writers, photographers, advertising or public relations personnel, electricians, etc. -- are often willing to donate time to workshops and other special activities.

Some key points in making use of these private sector human resources are:

a.) Let people know your specific needs.

b.) Establish a system to keep track of and properly utilize their talents.

c.) Don't allow adult volunteers to do all the planning and "take over" programs designed to provide heavy emphasis on youth participation.

5. Transportation Resources

One of the major obstacles to successful program coordination in the past has been transportation. Action in this area must be undertaken before the start of summer to insure that plans can be carried out effectively, that children and equipment are in the right place at the right time, and that resources and facilities are not unused because of inaccessability.

School buses which are in use nine months of the year may continue to be used throughout the summer. Parochial school buses are often available where public school buses are not.

City-owned buses may be utilized on a regular schedule even if only for one or two trips a day.

Private bus companies may be willing to provide free or reduced rate fares on a regularly scheduled basis or for special excursions.

Railroad companies may be persuaded to provide reduced rates for special excursions or to transport children to and from camp.

City-owned subways or trains may be used for special transportation.

Surplus U.S. Government vehicles may be utilized. Contact OEO Regional Property Administrator. (See Appendix Item #5.)

Agency-owned automobiles or buses could be pooled to transport the greatest numbers to the same place.

Donations of cars or mini-buses may be received from private industry in return for some sort of publicity or recognition.

Defense facilities may be made available to sponsoring agencies under certain conditions. (See Regional Defense Department Contacts in Appendix.)

Job Corps Centers may sometimes have transportation facilities but this must be checked through the OEO Regional Office or with the Center Director.

Volunteers from the community can sometimes be located to drive or provide vehicles on a regular basis. Be sure to check liability problems when using volunteer drivers or vehicles.

Labor unions (check with the Community Service Representative of the Central Labor body) and fraternal or civic groups may have facilities available which can be used.

Private rentals or purchase of vehicles may be necessary if all other sources fail.

For special events and trips the following might be considered:

Commercial Airlines have cooperated in providing short trips over the city for groups of supervised youngsters.

Commercial Boat and Ferry Services might agree to the use of their facilities for a one-day excursion.

City-owned vehicles such as fire engines could provide an exciting ride for the disadvantaged child who has seen them only in times of emergency.

CAMPING

Camping can be costly and planners of camping experiences for inner-city children should thus set priorities on the types of camps to be utilized so that as many children as possible can participate. It may also be necessary to decide between camping and other recreational programs which reach more youngsters.

First priority should be given to filling the existing vacancies in organized agency and private camps. The advantages are an on-going program and an established and experienced staff. Youth Coordinators should seek to ensure quality in the camping programs offered.

Children in the target group may be unaware of the availability of camperships. Ask the Board of Education to identify children who would most benefit from the camping experience. Local Community Action Agencies or neighborhood centers can suggest children. Alert social workers could contact eligible children and their families.

Family visits by someone from the camp and/or the neighborhood to explain the camp experience and to answer any questions might be advisable. Films on camping could be shown in neighborhood centers.

There are several different kinds of camps:

Resident Camps -- Campers live in the camp for days or weeks at a time. Duration should be at least one week, preferably two.

Day Camps -- Campers spend the daylight hours in the camp returning home in the evenings. Day camp sessions should be scheduled five days a week or a minimum of three consecutive days of the week for at least a two-week period.

Family Camps -- A camping experience for the entire family with the program planned to meet the needs of all of the participants. Can be run on a day camp basis or for short periods of over-night camping.

Wilderness Camps -- Campers spend time in wilderness areas relying on natural resources for water, food, etc.

Travel Camps -- Campers spend two or more weeks in actual mobile camping, sleeping in tents, preparing own meals, etc.

Special Camps -- Camps are planned around the needs of the physically handicapped, blind, retarded, etc. Further information is available in the Bureau of Outdoor Recreation Technical Assistance Bulletin, "Outdoor Recreation Planning for the Handicapped." Write the Bureau of Outdoor Recreation, Department of the Interior, Washington, D.C., 20240.

1. Who Operates Camps

The operation of camps is undertaken by a wide range of individuals and groups for a variety of reasons and goals. Some operators of camps are: Boys' Clubs, Boy Scouts, Campfire Girls, Churches, State and Local Government Agencies, YMCA, YWCA, Girl Scouts, Health and Welfare Councils, Settlement Houses, Schools, 4-H Clubs, and private operators.

The Federal Extension Service through its 4-H Youth Development program has access to a network of camps that serve more than 300,000 rural and urban youth. While all of these are privately-owned and operated by other non-profit organizations at or near capacity, there is usually some space which could be made available. The person best able to help coordinate available camping space in 4-H camps is the Director of the State Extension Services. In addition to camping facilities, Extension Directors may also be able to give assistance in training camp staff and in offering special educational programs to campers in such subjects as food, health, conservation, recreation, etc. State Extension Service Directors who may be contacted for assistance are listed in the Appendix.

There are approximately 120 organization camps now in use in the National Forests. The National Forests are administered by the U.S. Forest Service, U.S. Department of Agriculture; however, these organization camps are operated mainly by church youth groups, Boy Scouts, Girl Scouts, or similar organizations. The Forest Service owns some of the facilities but does not operate any of them. They are leased to these various groups under special use permit. These facilities can be made available for summer use as vacancies occur. Regional Foresters who administer the National Forests in the nine Forest Service Regions should be contacted for coordination of camping space available. The name and address of the Regional Foresters along with the States containing National Forest lands under their jurisdiction are listed in the Appendix.

Much of the land is located too far from cities to be immediately accessible. Careful planning of transportation, however, could make them available for this summer's program planning. The concentration of sites is in the West and few are located near large Eastern urban centers.

While there is no complete list of all camps in the U.S., the American Camping Association has a directory available which lists 3,000 ACA-accredited camps. It can be ordered from the American Camping Association, Bradford Woods, Martinsville, Indiana, 46151. The price is $1.50 per copy. The local Health and Welfare Council can provide information regarding existing camps in any one area.

2. Sources of Financing Camperships

Some existing sources from which funds might be obtained to provide camperships are the following:

Office of Economic Opportunity -- obtainable through local Community Action Agency. Program priorities vary, and some CAAs do not emphasize camping.

Elementary and Secondary Education Act -- obtainable through the local school board.

Health and Welfare Councils -- obtainable through the local Community Chest Agency.

Fresh Air - Summer Camp funds -- operated by local newspapers, radio stations, and clubs.

3. Potential Resources

Under certain circumstances some needs essential to good camping can be met by the utilization of the following resources:

Transportation -- The military, including National Guard and reserve organizations, may provide buses, trucks, etc. Transportation may also be available through the local school boards and commercial mediums (school buses, bus lines, train lines, and airlines).

Food -- A variety of food items can be made available by the U.S. Department of Agriculture, Surplus Food Division. This is contingent upon the nature (non-profit, groups, etc.), scope and duration of the program for which food is requested.

Equipment -- The Department of Defense, within certain limitations, may make available equipment such as tents, cots, sleeping bags, kits, etc. However, the sponsoring group or agency, in most cases, has to bear the cost of transportation for this equipment. Possibilities also exist in local business (department and sporting good stores, etc.).

Medical -- U.S. Public Health Service, through its branch facilities and various community hospitals in certain program situations, provides a variety of health services. The local health department may make arrangements for free exams. Volunteer physicians under the local Medical Society are another possibility.

4. Cost of Camperships

The cost of a camping experience for one camper per week varies greatly with the type of camp (organizations, private, Federal), length of stay, type of program offered, etc. Based on estimates made by the American Camping Association, the median range of fees paid by campers are as follows:

Private camps	$50 to $90 per week
Organization camps	$ 0 to $35 per week
Public	Varies depending on fee requirements of sponsoring agency.

5. Camping Checklist

In order for a youth's camping experience to have some positive benefits, a number of factors should be considered. Among these factors are some of the following.

a.) pre-camp orientation.

b.) pre-camp medical examinations.

c.) youth participation in planning activities.

d.) proper clothing and supplies.

e.) transportation to and from camp.

f.) insurance.

g.) post-camp follow-up.

Before a camp is activated, a detailed and well-devised plan is usually or should be completed. Such a plan should include a well-organized management system, qualified personnel, logistical support firmly established and a well-structured program schedule that will involve youth in the planning process and keep them motivated, interested, and occupied.

6. Sample Survey Form

This survey form is used by the Boys' Clubs of America. It is a good example of a device which will give you all the data you need to quickly determine the camping resources available to you in your area.

1. Last summer (1968) did you conduct a camping program?
   _____Yes _____No

   (This question refers to a resident or sleep-away camping activity conducted on your own or any other camp site which was staffed by your Club. In addition to organized resident camping it also includes the types of camping generally referred to as trip or travel camping. This question does not apply to day, play, weekend or other forms of camping which involved only a few days.)

2. Last season did your camping activity operate:
   _____under capacity? _____at capacity? _____over capacity?

3. If your answer to question 2 was "under capacity," state briefly why, in your considered judgment, this was the case.

   ____

   ____

   ____

   ____

4. Last summer how many camp periods were conducted?______

   How many days per period?______

5. What is your best estimate as to costs per camper, per day to operate your camping program?_____ (Include costs of personnel pro-rating the time spent in camp as well as other time devoted to the camping activity.)

6. Based on last year's experience and your camp capacity, how many additional campers could you serve in 1969 without adding expensive, permanent facilities or without extending your planned camping season?______

7. If scholarship funds were available could you extend your season?_____Yes _____No. If answer is yes, how many additional boys would be served?_____ (This answer should be based on periods consisting of two weeks.)

8. How much are you planning to raise this year for camp scholarships? $______

9. So that your camp would operate at capacity throughout a full camping season, how much more scholarship money would be needed in order to send disadvantaged boys to camp? $______

10. Would you accept, on a matching basis, scholarship funds to be used for disadvantaged campers over and above the number you are currently planning to serve? _____Yes _____No

11. What is capacity for your camp.__________

______________________________	______________________________
Name of Group	Name of Camp
______________________________	______________________________
Executive	Name of Camp Director

PLEASE RETURN THIS FORM IMMEDIATELY USING THE ENCLOSED ENVELOPE.

7. Day Camping

Day camping is an inexpensive way to supplement the summer recreation program, and is particularly effective with younger children who have never enjoyed a resident camping experience. Successful large-scale day-camp programs have been run for less than $1 a day per camper.

Almost any existing facility; church building, school facility, playground, public housing facility, etc., can be utilized as the focal point from which the camp operates. Armories are especially suitable for day camp purposes. In many cases equipment will be donated by the sponsoring agency or loaned by the participating agencies. It may be available to the sponsor from the Department of Defense on a cost reimbursable basis. Some can be obtained through the donations of local businessmen or interested fraternal or civic organizations.

If the support of the community is solicited, a comprehensive day camp program can be run with the supervision of one staff member to every twelve campers. The need for training this staff is just as important as in the resident programs. Additional human resources may be obtained from the volunteer pool already enumerated. They may be needed on a daily basis or only for special events such as trips where additional adult supervision is required. All staff members should have a feeling of identity with the group and should be thoroughly versed in the regulations and the goals of the camp.

The day camp program should include special trips, some kind of regularly scheduled swimming program including a learn-to-swim program if possible, recreation and games, arts and crafts, music, drama, nature study, cook-outs, hikes, responsible and meaningful work assignments.

The children may be encouraged to bring their own lunch, a committee or fund may be set up to provide lunches, or surplus foods may be obtained from the Department of Agriculture (see the following section). Local merchants may be encouraged to provide soft-drinks, ice-cream, or to provide special provisions such as the hot-dogs for an all camp hot-dog roast. Public acknowledgement of all contributions should be made to insure continued community support. In addition, the day camping program might include tutorial sessions, special story hours and trips to the Public Library, health education, first aid and personal hygiene.

8. Department of Agriculture Food Assistance for Summer Programs

Foods acquired under Federal price support and surplus removal operations are donated by the Department to improve the diets of children in non-profit summer camps (including day camps). Head Start Projects and other non-profit child care and school feeding programs operate during the summer months. The quantity and variety that such outlets may receive depend on the kinds and amounts in Government stocks and on ability to use foods effectively. Currently, fourteen items such as butter, cheese, nonfat dry milk, flour, peanut butter, and rice are available to add substance and variety to children's diets. The same outlets may also be eligible to participate in the Department's Special Milk Program, under which Federal reimbursement is made for part of the cost of whole milk served to children.

For further information about these programs and about the Department's year-round food help programs for low-income families, contact USDA's Consumer Food Program District Offices listed in the Appendix.

Within each State the Commodity Distribution Program is directly handled by various State agencies. They can be contacted through the U.S. Consumer and Marketing Service District Directors. A list of these agencies by State is contained in the Appendix.

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SWIMMING AND WATER PROGRAMS

Poor youth have often been denied the opportunity to learn to swim because of the inaccessability of swimming facilities. There are often too few public pools, and even then the trend has been to charge an admission fee. The child is denied access to private pools, and public beaches are frequently too far away to be used with any great frequency.

Again a survey of all existing facilities is necessary; their location, the hours in use, and any fees or restrictions regarding their use. Swimming pools which are owned by the city or State governments should be utilized to their maximum capacity. These include pools located in the public schools.

In some cases it may be possible to extend the hours in use and increase participation. The pool operator might also assume responsibility for supervision, staffing, etc., or additional staff may be found to supplement the regular staff. These additional staff may be volunteers from the groups already listed (college students, Job Corpsmen, etc.), or they may be people specially trained for the purpose.

Approach private swim clubs, country clubs, or other groups with swimming facilities about the possibility of setting aside specific times each week for the use of their pools by supervised groups of inner-city youngsters. In Washington, D.C., last summer a swimming program utilizing private facilities proved so successful that participants were allowed to continue using the facilities even after public pools became available.

Investigate the use of public beaches. However, their use often involves major transportation and supervision problems.

> Portable Pools -- In the absence of available pools or swimming facilities, many cities have used portable pools. Plans could call for the pools to be relocated in school basements during the winter months, thus providing the schools with the opportunity for year-round swimming instruction. Locating portable pools adjacent to fire and police stations is also helpful.

Staffing -- The American Red Cross may prove very helpful in staffing a city's Learn to Swim program. The American Red Cross could also train selected youth to work as lifeguards in the summer programs. These youth might be identified by their high school physical education teachers and begin training in March. This would provide an additional supply of guards for the extension of any existing water programs or the development of new ones.

Sprinklers -- In those cases in which it is not possible to involve all youth in a swimming program, young children, particularly pre-schoolers, can at least be allowed to cool off and play in those areas where a sprinkler is provided. Many city playgrounds have sprinkler systems which provide recreational activities for large numbers of children with a minimum of adult supervision involved. It is often possible to enlist the aid of some of the older children in the playground to keep order. If sprinklers are to be used, they should be turned on and off on a regular schedule so that the youngsters know when to wear their bathing suits or bring towels.

Fire Hydrants -- In many cities the Fire Department has cooperated with city agencies in assuming responsibility for turning fire hydrants on for specific hours of the day. The firemen attach a spray cap to selected hydrants and youngsters from the neighborhood can splash and play for an hour or two. Parents have provided voluntary supervision. This may also be done by Neighborhood Youth Corps aides.

ARTS PROGRAMS

The arts encompass a broad, unstructured area which offers real opportunities for "reaching" disadvantaged youth when many other devices fail. Arts workshops and creative activities allowing for direct participation by youth can thus play a major role in effective youth programs.

> "They work and a lot of traditional things aren't working all that well... They are more than cute, busy-work activities to keep the town from burning down. They touch close to what it means to be human."*

Because of the diversity of potential programs in the arts, there is no single blueprint for success. Major considerations, regardless of the type of activity include:

1. It is essential that arts programs be based, from their very inception, upon the involvement of disadvantaged youth themselves. Youth must be active participants, not merely observers.

2. Workshop instructors and arts activity supervisors should be professionals in their field.

3. Creative arts centers should be located close to the individuals they are designed to serve.

4. Program staff should be conversant with and sympathetic to the needs of each separate community.

Participation in arts workshops is necessarily limited, but past experience indicates that workshops are the most effective arts activity. The cost of workshops can be reduced by the use of such existing facilities as schools, churches, and settlement houses, and by the use of volunteer artists and business-donated supplies.

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* John M. Culkin, S.J., Director, Center for Communications, Fordham University.

Special Summer Arts Festivals, talent contests, free performances, mobile units, and traveling exhibits are helpful complements or conclusions to summer workshop activities. Each, however, should be closely linked with arts activities providing for direct youth participation.

Flat-bed trucks can be used as Jazzmobiles, Dancemobiles, Cinemobiles, Bookmobiles, theater stages, etc. Lights and sound equipment can often be acquired free from local businesses and installed at low cost.

The Youth Coordinator's first step in the arts program area should be to contact the Community or State Arts Council for assistance in identifying on-going programs, resources, and technical assistance available. Every State now has an Arts Council, and these are listed in the Appendix. Technical assistance is also available from the National Council on the Arts, 1800 G Street, N.W., Washington, D.C., 20520.

The public schools should also be contacted concerning the availability of Federal funds under Titles I and III of the Elementary and Secondary Education Act (ESEA), which may be used for educationally-oriented arts activities. In Fiscal Year 1968, an estimated $80 million in funds under these titles of the ESEA were used in arts and humanities projects.

Close coordination should be maintained as well with the local Community Action Agency. The CAA and its affiliated agencies can be helpful in the development and integration of summer arts activities with other summer youth programs. Some CAA funds might be available for arts programs.

PROGRAM EXAMPLES

General

1. Detroit's Project Go, a teen group which submitted its own project proposal and found its own adult advisor, now operates a teen center in a neighborhood school. The group offers discussion programs and dances, distributes community information via flyers, and has hired qualified local residents to conduct recreational programs. A total grant of $725 from the Youth Opportunity Council was used to hire teen assistants and purchase sports equipment. No "professionals" are involved in the project.

2. Also in Detroit, a confederation of volunteers assisted by Community School agents and social agency staff, formed Uplift, Inc. Uplift volunteers conduct evening activities for teens three nights a week and Saturdays. Arrangements for classroom facilities were made through the Detroit Public Schools. A total grant of $725 from the Youth Opportunity Council was used to buy equipment and supplies.

3. Offutt AFB near Omaha served 1,476 poor youth in summer 1968 through Project REC, a recreation-employment-counseling program. One thousand 9-13 year-olds participated in the 10-week recreation phase, which included the busing of 100 youth a week to the base for three days of recreation activity using Air Force facilities.

4. "Summer in the Parks," a National Parks Service program in Washington, D.C., called upon neighborhood councils to select an area park to be outfitted with temporary playground and theater equipment. The parks were visited regularly be jazzmobiles and artmobiles.

5. Atlanta's "Project Recreation Plug-In" employed 16-25 year-old slum youth as community recreation organizers. These youth were responsible for recruiting, organizing, planning, and supervising 10 other teen-agers each to provide planned summer recreation on an all-day basis.

Resources

1. A vacant Los Angeles facility, the 600-acre Saugus Rehabilitation Center was converted to a recreation facility which served 3,000 youth, age 7-21.

2. Cincinnati used the parking lot of an electric firm as a neighborhood playground after 5:30 p. m. weekdays and all-day on weekends. The company installed basketball hoops, outside electric outlets for movies and dances, and hired a recreation supervisor.

3. More than 2,000 youth participated daily in the District of Columbia's "Marathon of Fun," a seven-day-a-week recreation program financed by the Metropolitan Board of Trade and conducted at the Washington Coliseum. The Recreation Department provided staff and volunteers.

4. Memphis built 50 miniparks (vacant lots converted to playgrounds) as part of its Fix-up, Paint-up, and Clean-up Campaign. Miniparks were popular projects in countless other cities as well.

5. Dade County (Miami), Florida, businessmen converted a surplus gasoline tank truck into a mobile swimming pool.

6. Fort Worth took a surplus Air Force trailer, cut a hole in its side, added lights and sound equipment, and ended up with a portable stage touring city neighborhoods with local talent. The cost: $500.

7. Atlanta collected used backyard swings and distributed them to voluntary organizations conducting playstreet and minipark programs.

8. Eight once-a-week recreation and learning excursions were provided for 50 Trenton, New Jersey, youth by 35 volunteer housewives from nearby Hopewell Township.

Camping

1. More than 1,100 Arkansas poor youth, age 13-18, were provided a week of free camping at the National Guard's facilities at Camp Robinson near Little Rock.

2. A day camp for 800 poor youth in Springfield, Illinois, was sponsored by 14 public and private agencies and coordinated by the Springfield United Community Services.

3. The Mayor's Council on Youth Opportunity of Durham, North Carolina, helped arrange free camping for 150 poor youth at a Scout camp.

4. Camp Oak Grove, formerly a minimum security facility for juvenile boys, was turned into a year-round camp for Los Angeles youth, age 14-19.

5. The "show piece" of El Paso's summer program was a boys' camp located 130 miles north of the city at Ruidoso, New Mexico. It was donated to the El Paso Mayor's Council on Youth Opportunity by the Catholic Archdiocese of El Paso, and served 120 boys a week for eight weeks.

6. Seattle used the Army's Fort Lawton as the site of a summer camp for 1,000 poor youth.

7. The Catholic Bishop of Tucson, Arizona, made the Diocesan Seminary available as a summer camp for 800 youth.

Special Programs

1. The State of Vermont and the City of New York, with $410,000 in public and private funds, developed programs at several sites in Vermont for 500 Harlem youth and 500 Vermont youth to live, work, and learn together. At one site, the youth wrote and produced their own plays.

2. Buffalo, Miami, and Boston cooperated in establishment of a tri-city summer pool tournament.

3. Pittsburgh had eight story-tellers in clown suits circulating throughout the city.

Schools

1. Ohio State University in Columbus, Ohio, last summer opened its athletic facilities for use by hundreds of young people

daily. Instruction was provided by college students working with the regular athletic staff. Cooperating agencies were the Mayor's Council on Youth Opportunity, City Board of Education, voluntary agencies, and the United Fund.

2. Fifty-two San Francisco schools conducted weekly outings, arts and crafts, bicycle carnivals, talent shows, and track and field days. Fourteen school gyms were open for city-wide competition.

3. Indianapolis' United Givers Fund financed and the City Recreation Department staffed a "Lighted Schoolhouse" program at 26 schools.

4. The State University of New York at Buffalo conducted a summer camp for 300 poor youth on the school campus.

5. University of Miami summer students sponsored an on-campus day camp for 150 slum youth.

Arts

1. Buffalo's summer arts program featured daily neighborhood performances by five mobile groups. The city's six workshops were run by Negro youth under the volunteer supervision of a college professor.

2. Los Angeles used mobile vans to carry puppet shows in Spanish and English to two city neighborhoods daily. The shows were written and produced by 8-15 year-olds.

3. New York City's "Sound Source" program recruited group and individual talent for summer competition ending in a city-wide talent contest.

4. The San Francisco Ballet provided free and low-cost balcony tickets for 12 performances for disadvantaged youth. As a result of the city's drama, dance, and visual arts workshops, a group of youth participants formed their own black repertory company, the Bantu Players.

5. Philadelphia's summer 1968 fashion and modeling workshop for disadvantaged girls was so successful it has been continued through the year with city funds.

6. Boston's New African Theater, comprised of 20 youth, had 11 touring productions in summer 1968. The city also had traveling arts and crafts workshops four days a week, outdoor wall murals, and a successful youth photography project.

7. Atlanta's Arts Council imported a Jamaican drummer who taught youth to make and play their own instruments. The summer participants are now teaching others to do the same.

8. In Cleveland, more than 150 individual workshop classes were conducted at 17 neighborhood settlement houses and schools in summer 1968.

9. A Black Arts Theater producing indigenous plays, including music, was developed in Milwaukee during summer 1968. The 50 youth participants performed the plays in parking lots and gave eight performances at the Wisconsin State Fair.

REFERENCE MATERIALS

1. Federal Outdoor Recreation Programs, a catalogue. Available from Bureau of Outdoor Recreation, U.S. Department of the Interior, Washington, D.C., 20240.

2. U.S. Department of Defense Directive: Support of the President's Youth Opportunity Programs. Available from the President's Council on Youth Opportunity.

3. Physical Development and Recreation Manual. This monograph, designed for Job Corps Conservation Centers, is a detailed how-to-do-it manual for sports, arts and crafts, and music programs. Reference sections on facilities, equipment, administration, procurement, construction, and care of materials and a complete recreation bibliography are included. It is available from the Job Corps Center, Office of Economic Opportunity, Washington, D.C., 20506. $6.

4. A Directory of Private Organizations Providing Assistance in Outdoor Recreation. Available from the Superintendent of Documents, Washington, D.C., 20402. 35 cents.

5. Good Camping for Children and Youth of Low-Income Families. This publication is available from the Children's Bureau, Department of Health, Education, and Welfare, 330 Independence Avenue, Washington, D.C., 20201.

6. Day Camping: An Evaluation Guide and Survey for Parks and Recreation Departments. Available from the National Recreation and Park Association, 1700 Pennsylvania Avenue, N.W., Washington, D.C., 20006. $2 for non-members, $1 for members.

7. Lighting for Outdoor Recreation. Available from the President's Council on Youth Opportunity.

8. National Guard Regulations. A 10-page discussion of the use and loan of property issued to the National Guard, particularly of Armories to be used as day camps, etc. Available from the President's Council on Youth Opportunity.

9. Beautifying Urban America. A publication of the U.S. Department of Housing and Urban Development written in question and answer form and covering Federal Beautification and Open-Space Land Programs. Available from Department of Housing and Urban Development, Washington, D.C., 20410.

10. The Arts and the Poor. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. 40 cents.

11. Mobile and Portable Recreation Facilities. Available from National Recreation and Park Association, 1700 Pennsylvania Avenue, N.W., Washington, D.C., 20006.

12. Portable Pools. Available from the National Swimming Pool Institute, 2000 K Street, N.W., Washington, D.C., 20006.

CHAPTER V: TRANSPORTATION

Table of Contents

Page

Some Primary Factors T-2

Resources T-3

1. Vehicles T-3
2. Funds.. T-4

Program Examples T-5

V. TRANSPORTATION

Transportation is one of the most critical elements in the success of local summer youth programs. It often determines whether youth can take advantage of job openings available at some distance from inner-city areas, whether available camperships actually can be used by poor youth, and whether these youth can take advantage of cultural, training, and other educational programs carried on at some distance from their homes.

Poor youth who look for but cannot find summer jobs often find the cost of traveling regularly to educational and recreational programs to be prohibitive, even within metropolitan areas. Youth who have located jobs that are at the other end of their city similarly find travel costs high, and sometimes prohibitive. The cost of regularly traveling to a job in the suburbs has steadily risen in recent years, and often tends to outweigh the advantages of having a summer job.

Availability of transportation has other more elusive effects on inner-city youth. Many youth, especially the youngest, have little experience outside the immediate neighborhood in which they grew up. To them, a job, or a recreational or educational program outside the neighborhood tends to be forbidding to begin with. If travel becomes an added burden, their chances for successful experiences outside the ghetto are substantially diminished.

A summer 1968 survey by the President's Council on Youth Opportunity showed that 17 Youth Coordinators in the nation's 50 largest cities identified inadequate transportation as their leading problem. In one city, for example, 1,000 job openings in outlying areas were lost because of the lack of inexpensive transportation.

Consequently, Youth Coordinators will need all the foresight and persuasiveness they can muster to significantly expand the utilization of local sources of transportation for youth programs. In some cities, transportation may be an insolvable problem.

SOME PRIMARY FACTORS

1. Legal Authorization. A Youth Coordinator should advocate necessary changes in, or at least broad interpretation of, State and local regulations which affect the use of public vehicles, e.g., the use of school buses for non-school purposes, to facilitate their utilization in Youth Opportunity activities. Failure to become familiar with such problems well in advance of the summer has cost several communities an important potential resource.

2. Administrative Authority and Costs. The assignment of vehicles made available for Youth Opportunity activities should be centralized in the hands of a designated administrator to assure effective coordination and promote effective use of the vehicles. Administrative costs should be programmed in the appropriate portion of future city budgets.

3. Request Procedures. The central administrative authority should develop a simple but thorough procedure for handling all requests for transportation assistance, whether for regular or one-shot trips. This would include a rigidly enforced deadline for requests, a standard form for putting all requests in writing, a confirmation procedure to minimize slip-ups, etc.

4. Supervision. Each participating agency should be responsible for qualified supervisors in adequate numbers.

5. Evaluation. Youth program leaders should exercise discretionary authority in determining guidelines for use of available vehicles to assure (a) that the most children possible are reached and (b) that priority programs have the greatest access to transportation resources.

6. Drivers. Where possible, disadvantaged youth should be hired to drive the vehicles. Orientation is desirable for drivers unaccustomed to working with minority youth.

7. Distance. Most cities have found that excursion and outing trips of great distance are not worth the expense.

RESOURCES

1. Vehicles. An inventory of public and other vehicles potentially available for Youth Opportunity activities should be completed well in advance of the summer. Some of the more likely possibilities in urban areas are:

> City Buses -- Modification of existing municipal transit routes may provide a relatively simple way to connect the youth of poverty areas with employment or other opportunities.
>
> Public and Private School Buses -- Like school buildings, these are generally underused in the summer months and could meet a major share of youth program needs in many communities if supplied on an incremental cost basis.
>
> Suburban Public Vehicles -- School buses belonging to neighboring jurisdictions were used in a highly successful program in Cincinnati and afford an important opportunity for suburbanites to "get involved" in a practical way with minimal cost in time and money. (Summer Bus Program, a report on Cincinnati's summer 1968 bus program, is available from the Office of Community Development, City Hall, Cincinnati, Ohio, 45202.)
>
> Military Transport -- A 1968 Department of Defense directive authorizes the use of military vehicles for appropriate community purposes. Early contact with the Commander of local military installations may produce assistance. However, assistance will be limited, and should not be counted on to solve the problem.
>
> Voluntary Organizations -- In many communities voluntary organization resources such as the Red Cross Motor Service might be available for use in activities related to the program field of the sponsoring agency.

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2. Funds. There is no magic source of funding for transportation. It is likely to come from the same sources as other phases of the Youth Opportunity program -- the city or school budget, the United Fund, Community Action Agency, or as a part of Federal programs. However, it is important that adequate funds be earmarked at the outset of Youth Opportunity planning to guarantee that programs and activities are accessible to needy youth. There will be some contributions of transportation and many organizations may provide their own, but a really successful Youth Opportunity program will need a "pool" from which participating agencies and groups can receive assistance.

PROGRAM EXAMPLES

There are but a few notable examples of successful efforts in youth program transportation:

1. Atlanta's Recreation Department last summer devoted $45,000 to chartered bus transportation. Two-thirds of the funds came from Community Action Agencies; the remainder from city appropriations.

A portion of the funds was reserved for summer program trips of city-wide interest such as professional baseball and soccer games, campsites, and special events.

The larger share of the funds was used to purchase 1,000 eight-hour bus days from the municipally-owned Atlanta Bus Company. A concessionary rate contract was negotiated. Recreation leaders could use their bus days as they wished, and in any combination of buses and hours that added to their total allotment.

A city-wide transportation coordinator accepted bus requests. One week's advance notice was required. When a request was received, the coordinator prepared and sent to the bus company a dispatch sheet which listed the number of buses, the time of the trip, the name of the group, and the pick-up location.

2. The City of Cincinnati contracted with four suburban school districts for transportation services. Each school district provided buses and drivers as requested and available. The City reimbursed the school districts for out-of-pocket expenses, provided insurance coverage, and guaranteed the security of the buses.

A campaign directed by the City's Office of Community Commitment raised $10,000 to enable groups without funds to use the buses. The Office of Community Development provided a transportation coordinator, one professional assistant, and a summer youth employee.

This program provided approximately 400 trips and served 20,000 youth. A constant effort was made to balance the number of trips in various city areas and to minimize "dead mileage." More than half of the groups requesting trips paid no money, and only seven per cent of the trips were financed entirely by the sponsoring organization. Almost all passengers were from low-income neighborhoods.

3. One hundred eighty summer jobs in the National Aeronautics and Space Administration area 20 miles south of Houston were made available in the summer of 1968 by a special transportation project.

The Department of Housing and Urban Development provided a demonstration grant, and unemployed youth were offered low-cost transportation from a downtown gathering point to the NASA area. Nearly half of the young employees rode the bus the first week. An average of 68 rode the buses the first six weeks. About 20 youth eventually found rides with other employees. A few quit their jobs early to attend the second session of summer school.

Since a guaranteed ride to work was a prerequisite for obtaining the jobs, this project proved crucial to the summer employment aspirations of a major share of NASA's young employees from the inner city. This project is regarded by local officials as a success, although they recognize that extension of commercial bus lines to meet this need would be more convenient (the commuting time averaged 3-4 hours daily) and less costly.

4. Contract bus service opened more than 50 youth jobs last summer at a new industrial complex 30 miles outside of Cleveland. The plants paid the bus company and fares were deducted from the new employees' paychecks.

5. Detroit's Youth Opportunity Council acted as "Bus Central" in summer 1968 for more than 200 community groups, churches, and agencies taking youth on excursions, picnics, and other outings. The City Department of Street Railways provided $50,000 and the United Community Services $10,000 for the transportation effort.

APPENDIX

Table of Contents

Item # Page

1. Poverty Index (NYC) 113
2. Youth Jobs Criteria, National Alliance of Businessmen 114
3. Youth Coordinators -- 50 Largest Cities 115
4. Use of Available Military Resources in Summer Youth Programs 118
5. Acquisition and Use of Government-Owned Excess Personal Property in Summer Youth Programs 122
6. Community Relations Service, Department of Justice 126
7. Regional Contacts, Office of Economic Opportunity 128
8. State Technical Action Panels, U.S. Department of Agriculture 130
9. Voluntary Organizations 132
10. Local Contacts, Labor Unions 134
11. Local Contacts for Federal Government Hiring, Resources 137
12. Minimum Wage Standards 147
13. Regional Manpower Administrators, U.S. Department of Labor 150

Item # Page

14. Welfare Agency Participation........................ 151

15. Elementary and Secondary Education Act, State Title I Coordinators......................... 153

16. Regional Contacts, Department of Health, Education, and Welfare.................................. 156

17. Department of Housing and Urban Development....... 157

18. Recreation and Parks Consultants.................. 158

19. Bureau of Outdoor Recreation State Liaison Officers.. 160

20. National Forest Camps 163

21. 4-H Youth Camps 164

22. Consumer Food Program 166

23. State Councils on the Arts......................... 169

POVERTY INDEX

The following table developed for the Neighborhood Youth Corps should be used for determing family income below the poverty level.

Family Size	Income (Non-Farm)	Income (Farm)
1	$1, 600	$1, 100
2	$2, 100	$1, 500
3	$2, 600	$1, 800
4	$3, 300	$2, 300
5	$3, 900	$2, 800
6	$4, 400	$3, 100
7	$4, 900	$3, 400
8	$5, 400	$3, 800
9	$5, 900	$4, 100
10	$6, 400	$4, 500
11	$6, 900	$4, 800
12	$7, 400	$5, 200
13	$7, 900	$5, 500

YOUTH JOBS CRITERIA, NATIONAL ALLIANCE OF BUSINESSMEN

The criteria for eligibility to participate in the Summer Youth Jobs Program of the National Alliance of Businessmen differs somewhat from that for Federally-funded programs such as the Neighborhood Youth Corps.

The NAB criteria, as detailed in the NAB Manual, are reprinted below:

1. Criteria of individuals eligible to participate -- between the ages of 16 through 21 who are in school without suitable employment. Such individuals must meet at least one of the following criteria: (1) a youth who is a member of a family with annual income below the poverty level, (2) a member of a family receiving welfare payments, (3) a member of a family which resides within a low income area or attends a school in such an area, (4) a youth who is a ward of the court or who resides in an orphanage, (5) former NYC enrollees or Job Corps enrollees, (6) genuinely disadvantaged youths especially members of minority groups.

2. Definition of Criteria

   In-School. Regularly attending a full-time education program and expect to return to school.

   Residence Within a Low Income Area or Attends a School in Such an Area. The lowest income census tracts or such areas as determined by the NAB Metropolitan Chairman with the assistance of the Employment Service, Concentrated Employment Program and Mayor's Council on Youth Opportunity.

   Member of a Family With Annual Income Below the Poverty Level. Annual net income in relation to family size does not exceed the income criterion listed in the definition of poor person for eligibility in the Basic JOBS Program. (The NAB standard here is identical to that of the Neighborhood Youth Corps. See Appendix Item #1.)

In the certification of individuals for eligibility in the Youth JOBS Program some flexibility consonant with the goals of the program is appropriate.

Appendix Item #3

YOUTH COORDINATORS -- 50 LARGEST CITIES

A full-time Youth Coordinator or Mayor's Assistant for Youth Affairs has been appointed in each of the nation's 50 largest cities and in many smaller communities. Youth Coordinators can often be of help to each other, sharing successes and information. In Ohio, where six of the 50 largest cities are located, Youth Coordinators in the State have been meeting regularly each month to discuss mutual problems and needs. The following list of the 50-city Youth Coordinators was compiled in February 1969:

AKRON
Richard Neal
City-County Safety Building
219 South High Street
Akron, Ohio 44308
Tel: 216/376-1431, Ext. 419

ATLANTA
John W. Cox
City Hall, Room 1201
Atlanta, Georgia 30303
Tel: 404/522-4463, Ext.437

BALTIMORE
William B. Henry
Office of the Mayor
City Hall
Baltimore, Maryland 21202
Tel: 301/752-2000, Ext. 585

BIRMINGHAM
James Lewis
City Hall
Birmingham, Alabama 35201
Tel: 205/328-4146

BOSTON
Clarence Jones
New City Hall
1 City Hall Square
Boston, Massachusetts 02201
Tel: 617/722-4100, Ext. 515

BUFFALO
Peter Fleischmann
Office of the Mayor
City Hall, Room 429
Buffalo, New York 14202
Tel: 716/854-1022

CHICAGO
David Stahl, Deputy Mayor
(Robert Breslin)
Office of the Mayor
City Hall
Chicago, Illinois 60602
Tel: 312/744-4000, Ext. 3307

CINCINNATI
June Forster and
Barry Cholak
Office of the City Manager
105 City Hall
Cincinnati, Ohio 45202
Tel: 513/421-5700, Ext. 450, (Forster)
513/421-5700, Ext. 438, (Cholak)

COLUMBUS
Frank Cleveland
1032 Mt. Vernon Avenue
Columbus, Ohio 43203
Tel: 614/461-8384

CLEVELAND
Walter Beach
Council of Economic Opportunies
1350 West Third Street
Cleveland, Ohio 44113
Tel: 216/696-9077

DADE COUNTY (MIAMI)
Robert Simms
Dade County Community Relations Board
Dade County Courthouse
Room 1401
Miami, Florida 33130
Tel: 305/377-5345

DALLAS
Frank Clarke
522 Bollington
Dallas, Texas 75201
Tel: 214/RI 8-0441

DAYTON
Robert D. Lewis
Office of the City Manager
Dayton, Ohio 45402
Tel: 513/222-3441

DENVER
Manuel Sandos
Assistant Director
Denver Opportunity
1445 Cleveland Place
Denver, Colorado 80202
Tel: 303/297-2508

DETROIT
David Nelson
Office of the Mayor
1126 City-County Building
Detroit, Michigan 48226
Tel: 313/963-0566

EL PASO
Richard M. Glancey
2000 Texas Street
El Paso, Texas 79901
Tel: 915/532-6961

FORT WORTH
Green B. Trimble
Greater Ft. Worth - Terrent Company CAA
1008 Macon Street
Fort Worth, Texas
Tel: 817/332-9121

Appendix Item #3 (continued)

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JERSEY CITY
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Executive Director Jersey City Can Do
391 Jackson Avenue
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KANSAS CITY
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25th Floor, City Hall
Kansas City, Missouri 64106
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LONG BEACH
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Long Beach Commission on Economic Opportunities
339 Pacific Avenue
Long Beach, California 90812
Tel: 213/436-3227

LOS ANGELES
William Frederickson, Jr.
Joe Lewis (Assistant)
505 City Hall
Los Angeles, California 90012
Tel: 213/624-5211, Ext. 1538
213/624-5211, Ext. 1503, (Lewis)

LOUISVILLE
Peter Ebbs
Louisville - Jefferson County Youth Commission
400 South 6th Street
Louisville, Kentucky 40203
Tel: 502/585-2251, Ext. 309

MEMPHIS
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City Hall
Memphis, Tenn. 38103
Tel: 901/527-6611

MILWAUKEE
Gene Robertson
Community Relations Social Development Commission
161 Wisconsin Avenue
Milwaukee, Wisconsin 53203
Tel: 414/276-3766

MINNEAPOLIS
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City Hall
Minneapolis, Minn. 55415
Tel: 612/330-3567

NEWARK
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Deputy Mayor
City Hall
Newark, New Jersey 07102
Tel: 201/643-6300

NEW ORLEANS
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City Hall
New Orleans, La. 70112
Tel: 504/522-6191

NEW YORK
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Mayor's Urban Action Task Force
51 Chambers Street
New York, New York 10007
Tel: 212/566-5347

NORFOLK
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City Manager
City Hall
Norfolk, Virginia 23510
Tel: 703/441-2471

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OKLAHOMA CITY
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Mayor's Action for Youth Opportunity
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PHILADELPHIA
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PHOENIX
Carl Craig
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Municipal Building
Phoenix, Arizona 85003
Tel: 602/262-6241

PITTSBURGH
David Welty
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Pittsburgh, Penna. 15219
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PORTLAND
Fred Markey
Metropolitan Youth Commission
Multmonah County Courthouse
Room 377
Portland, Oregon 97204
Tel: 503/CA 7-8411, Ext. 339

ROCHESTER
James E. Malone
Office of the City Manager
City Hall
Rochester, New York 14614
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SAN ANTONIO
Edward Koplan
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San Antonio, Texas 78204
Tel: 512/224-7561

SAN DIEGO
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Mayor's Council on Youth
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Community Concourse
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Edward Moose
Office of the Mayor
City Hall
San Francisco, Calif. 94102
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ST. LOUIS
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ST. PAUL
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St. Paul, Minnesota 55102
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TAMPA
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Tampa, Florida 33602
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Tulsa, Oklahoma 74103
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Youth Programs Unit
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Tel: 202/629-2123

GARY, INDIANA
Charles Brown
Municipal Building
401 Broadway
Gary, Indiana 46404
Tel: 219/886-2781

USE OF AVAILABLE MILITARY RESOURCES IN SUMMER YOUTH PROGRAMS

The Department of Defense has actively contributed to summer youth programs throughout the United States for a number of years. The types of military resources that communities may request for such programs, and the procedures necessary to secure these resources when they can be provided by local military commanders, are briefly described below:

1. Military Community Relations Programs -- Most Department of Defense programs relevant to summer youth activities are conducted for community relations purposes, at minimal or no cost to participants. These include parades, displays, drills, tours, concerts and special ceremonies, and limited use of facilities such as swimming pools, gymnasiums, and playing fields. When community use of a defense recreation facility is arranged, equipment such as baseballs and bats, volleyballs, nets, etc., may or may not be available from the defense installation, depending on the local situation. Similarly, military transportation may be provided to transport participants to, from and on military installations for the purpose of taking part in these activities, depending on availability and subject to military needs, which take precedence.

Information on local military community relations programs that may be associated with youth programs may be obtained directly from the local base commander or the action officer he has designated to deal with such requests. A list of Department of Defense Regional contacts for the major U. S. cities is attached.

2. Use of Military Facilities for Extended Camping, Recreation or Other Programs -- Where the use of Department of Defense property is desired for Youth Opportunity Programs other than as a part of a Department of Defense Community Relations Program, the Defense Department and the Office of Economic Opportunity have agreed on procedures whereby military personal property (mess equipment, tents, blankets, etc.) and facilities on installations may be loaned on a reimbursable basis to the OEO, for the purpose of making these resources available for local community youth programs operated by non-Federal organizations. The Office of Economic Opportunity may serve, in effect, as the Federal sponsor or intermediary, to permit the Department of Defense to lend these facilities to Community Action Agencies or their delegate agencies. As with the Department's Community Relations Program, use of these resources depends on their availability for non-

military purposes. The military commanders reserve the right to determine if, when and what resources can be made available in support of the President's Youth Opportunity Program.

In cities that have a Mayor's Council on Youth Opportunity, local military base commanders have designated a liaison officer or officers to the Council to facilitate military cooperation in local youth programs. Where no such Council exists, the Commanders of military installations often have designated action officers to deal with youth program matters. Organizations interested in securing use of military resources in their programs on a loan, cost-reimbursable basis, should first contact the agency. Where neither of these bodies exist, contact should be made with the local government, which will determine the priority of local organization requests. Local military commanders will determine availability of resources requested.

When it has been established that the resource is available, the interested organization should present a fully detailed plan for its use, including a statement that it has sufficient financial resources to defray necessary expenses, and that necessary insurance has been secured, to the local Community Action Agency, through the local Mayor's Council on Youth Opportunity or its equivalent. Local Community Action Agencies have been informed of the procedures necessary for securing loan of the military resources in question, and will act as the local OEO contact in these matters. Questions may also be referred to the Summer Youth Program Specialist at the OEO Regional Office serving the locality or the youth program action officer at the local military installation.

The Department of Defense has designated each local commanding officer, or his designee, as its official agent in the loan of such resources, and the OEO has designated the local Community Action Agency director as its administering agent for this purpose. Mayors' Councils on Youth Opportunity and local base commanders will receive reference copies of a Department of Defense Directive to be issued concerning Department of Defense Support of the President's Youth Opportunity Programs for 1969.

Appendix Item #4 (continued)

Department of Defense Regional Contacts

AKRON
Commander M. E. Frellson
Navy Plant Representative
Goodyear Air Space Corporation
Tel: 216/794-2482

ATLANTA
Mr. Ray Wiles
Assistant Special Services Officer
Fort McPherson, Georgia
Tel: 404/752-3767

BALTIMORE
Major Eleanor L. McGaffick
Post S-1
Fort Holabird
Tel: 301/527-2225

BIRMINGHAM
Commander R. D. Olsen
Naval and Marine Corps Reserve Training Center
Tel: 205/325-3840

BOSTON
RAdmiral J. C. Wylie
Commandant, 1st Naval District
Tel: 617/542-5100, Ext. 300

BUFFALO
Lt. Colonel Robert Knapp
4621st Air Base Group
Niagara Falls, International Airport
Tel: 716/297-4100, Ext. 301

CHICAGO
Captain W. H. Glye
Commanding Officer
Naval Reserve Training Center
Tel: 312/657-1000

CINCINNATI
Commander M. G. Rethlake
Commanding Officer
Navy and Marine Corps Reserve Training Center
Tel: 513/221-0138

CLEVELAND
Captain K. L. Woodfin
Commanding Officer
U. S. Navy Finance Center
Tel: 216/552-5511

COLUMBUS, OHIO
Mr. Raymond Keane
Civilian Personnel Officer
Defense Supply Construction Agency
Tel: 614/236-2236

DADE COUNTY, FLA.
Major Thomas Kenny
Homestead AFB, Florida
Tel: 305/257-8404

DALLAS
Captain J. E. Savage
Commanding Officer
Naval Air Station
Tel: 214/AN2-5161, Ext. 240

DAYTON
Lt. Colonel Julius Battista
Wright Patterson AFB
Tel: 513/257-3565, Ext. 73565

DENVER
Lt. Colonel John A. Bryan
Commanding Officer
Rocky Mountain Arsenal
Tel: 303/288-0711, Ext. 596

DETROIT
Mr. Donald H. Ball
Information Officer
U. S. Army Tank-Automotive Command
Tel: 313/756-1000, Ext.22137

EL PASO
Mr. John Trubacek
Acting Special Services Officer
Fort Bliss, Texas
Tel: 915/568-3847 or 568-5691

FAYETTEVILLE, N.C.
Mr. W. K. Clement
Chief, Sports and Recreation Division
Headquarters, Fort Bragg
Tel: 919/396-4531 or 396-1736

FORT WORTH
Major J. J. Vernon
7th Combat Support Group
Carswell AFB
Tel: 817/TE8-3511, Ext. 8711

GARY
Lt. Commander H. W. Harris
Navy and Marine Corps Reserve Training Center
Tel: 219/938-2541

HAWAII
Captain Daniel J. O'Connell
District Inspector General
Headquarters, 14th Naval District
Box 110
FPO San Francisco 98770
Tel: 27138 or 32225

HOUSTON
Major Vincent Currier
Ellington AFB
Tel: 713/HU 7-1400, Ext. 136

INDIANAPOLIS
Mr. Raymond R. Mack
Fort Benjamin Harrison, Indian 46216
Tel: 317/546-9211, Ext. 3139

JERSEY CITY/NEWARK
Captain C. P. Dellinger
Commanding Officer
Navy International Logistics Control Office
Bayonne, New Jersey
Tel: 201/858-7301

KANSAS CITY
Colonel Thomas A. Personett
Commander
Richards-Gebaur AFB
Kansas City, Missouri
Tel: 816/345-4400, Ext. 3631

Appendix Item #4 (continued)

LONG BEACH/LOS ANGELES
RAdmiral H. V. Bird
Commander, Naval Base
Tel: 213/832-3311, Ext. 201

LOUISVILLE
Mr. Ron Kepley
Special Services Officer
Fort Knox
Tel: 502/624-1181, Ext. 41256

MEMPHIS
Commander J. A. Langfur
Naval Air Technical Training
Command
Tel: 901/872-1711, Ext. 285

MILWAUKEE
Captain W. O. McDowell
Commanding Officer
Navy & Marine Corps Reserve
Training Center
Tel: 414/744-9764

MINNEAPOLIS/ST. PAUL
Captain L. B. Vorse
Commanding Officer
Navy & Marine Corps Reserve
Training Center
Tel: 612/729-3313

MONTEREY, CALIFORNIA
Mr. Donald F. English
Community Relations Officer
Headquarters, Fort Ord
Tel: 408/242-5933

NEWARK
Coordinated with Jersey City

NEW ORLEANS
Captain J. L. Evans
Commanding Officer
Naval Air Station
Tel: 504/366-2361, Ext. 201

NEWPORT NEWS, VA.
Mr. Stuart W. Hoskins
Special Services Officer
Headquarters, Fort Eustis
Tel: 203/878-2203

NEW YORK CITY
RAdmiral F. D. Foley
Commandant, Headquarters
3rd Naval District
Tel: 212/264-7287 or 7288

NORFOLK
Captain Gordon W. Smith
Chief of Staff
5th Naval District
Tel: 703/444-7771

OAKLAND
Lt. T. A. Vandenbroeck
Naval Supply Center
Tel: 415/466-5496

OKLAHOMA CITY
Mr. T. V. Wheaton
Civilian Personnel Office
Tinker AFB
Tel: 405/TE 2-7321,
Ext. 3334

OMAHA
Lt. Colonel F. R. Chandler
Offutt AFB
Tel: 402/294-2025

PHILADELPHIA
Captain K. D. Helsel
Office of 4th Naval District
Tel: 215/755-3615

PHOENIX
Lt. Colonel G. E. Hansen
Luke AFB
Tel: 602/935-7411, Ext. 2206

PITTSBURGH
Commander J. E. Richardson
Commanding Officer, Navy &
Marine Corps Reserve
Training Center
Tel: 412/681-6363

PORTLAND, OREGON
Commander W. Sample
Resident Supervisor of
Shipbuilding
P. O. Box 11227
Tel: 503/BU 9-5561

ROCHESTER
Colonel Edward J. Smith
Senior National Guard
Representative
145 Culver Road
Tel: 716/271-0450

SAN ANTONIO
Mr. John J. McCarthy
Special Servies Director
Fort Sam Houston
Tel: 512/221-2523

SAN DIEGO
RAdmiral M. E. Dornin
Commandant 11th Naval District
Tel: 235/868-3511

SAN FRANCISCO
Captain W. A. Walker
Commanding Officer
Naval Station
Tel: 415/765-6114

SEATTLE
Captain J. C. Young
Chief of Staff
13th Naval District
Tel: 206/LA 3-0550

ST. LOUIS
Colonel Charles E. Hoskin, III
Granite City Army Depot
Granite City, Illinois
Tel: 618/452-7300, Ext. 206

ST. PAUL
Coordinated with Minneapolis

TAMPA
Lt. William DeLanino, Jr.
McDill AFB
Tel: 813/830-3813, Ext. 3813

TEXARKANA, TEXAS
Mr. James Basso
Recreation and Morale Officer
Headquarters, Red River Army
Depot
Tel: 214/833-3106

TOLEDO
Commander A. F. Wilson
Commanding Officer, Navy and
Marine Corps Reserve Training
Center
Tel: 419/726-3451

TULSA
Commander J. Miller
Commanding Officer
Navy and Marine Corps Reserve
Training Center
Tel: 918/932-2341

WASHINGTON, D. C.
Major George Raunam
Office, Deputy Chief of Staff
Personnel
Military District of Washington
Tel: 202/OX 6-6083

ACQUISITION AND USE OF GOVERNMENT-OWNED EXCESS PERSONAL PROPERTY IN SUMMER YOUTH PROGRAMS

The General Services Administration and the Office of Economic Opportunity have established procedures whereby local communities may apply for use of government-owned excess personal property in summer youth programs. Briefly, the procedures necessary for the securing of these resources, when they are available, include:

1. The Office of Economic Opportunity has allocated funds for summer youth programs through its Regional Offices and local Community Action Agencies. As a Federal agency, the OEO is permitted to acquire government-owned excess personal property for use in congressionally-authorized activities. The OEO has determined that, in the interest of program quality and efficiency, the personal property requirements of those local Community Action Agencies carrying on summer youth activities should be fulfilled through the use of government-owned excess personal property to the extent possible. The OEO uses local Community Action Agencies as the vehicles by which these facilities will be made available to local communities.

2. Procedure -- In order to facilitate the acquisition of excess personal property for these purposes, the OEO permits local Community Action Agencies or delegate agencies to notify the appropriate Regional Office of the General Services Administration of its personal property needs. The GSA Regional Offices and the name of the GSA official who may be contacted are listed below. Contacts may be made by letter, visit, or phone. The GSA Regional Offices will review excess personal property that is currently available and advise the local Community Action Agency or designate agency of needed items which are found to be immediately available and the locations of each item. It thereupon becomes the obligation of the applicant local organization to either (1) prepare an official Excess Property Transfer Order, Standard Form 122,

or (2) request the appropriate Regional Property Administrator of the OEO to initiate a Standard Form 122. OEO Regional Property Administrators are also listed below. Physical inspection of the property by the applicant is urged prior to submission of a Standard Form 122.

The field official of the OEO will review the application for excess personal property submitted by the local Community Action Agency and, if the requirements are considered justified, he will approve the order by signing the Standard Form 122 as an authorized Federal official of the OEO. The GSA Regional Offices cannot accept a Standard Form 122 for excess personal property in this connection unless it carries the signature of a Federal officer authorized to order such property on behalf of his Agency.

The GSA Regional Office will approve the Standard Form 122, unless the property is allocated for some other Federal need, and the approved Standard Form 122 will be sent to the OEO official who signed the document. Any costs of packing, shipping, and transportation involved are the responsibility of the OEO.

3. Accountability for Acquired Excess Property -- Excess property acquired by the OEO for use in summer youth activities remains the property of the Federal Government, and accountability will be maintained by OEO, depending on the contract or grant involved. The OEO has published procedures and requirements (CAP Guide, Volume V, Chapter III) which must be followed by local operating organizations in acquiring, using, and returning government-owned excess personal property obtained from excess sources.

4. Excess Property Availability-- The volume, types, and condition of personal property determined excess by Federal agencies vary from month to month. To save time and effort at a local level, it should be noted that certain types of items very seldom are available in serviceable condition in excess inventory. These scarce items include blankets, sports, and game equipment, sleeping bags, cots, mattresses, and food service equipment.

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Appendix Item #5 (continued)

OEO Regional Property Administrators

Northeast: Mr. Anthony Cervo, 72 West 45th Street, New York, New York 10036.

States Served: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey.

Mid-Atlantic: Mr. James L. Lamm, 1832 M Street, N. W., Washington, D. C. 20506.

States Served: Delaware, Pennsylvania, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, Kentucky, Puerto Rico.

Southeast: Mr. Willard O'Berry, 730 Peachtree Street, NE, Atlanta, Georgia 30308.

States Served: Tennessee, South Carolina, Georgia, Florida, Alabama, Mississippi.

Great Lakes: Mr. John Jacewicz, 623 South Wabash Avenue, Chicago, Illinois 60605.

States Served: Ohio, Indiana, Illinois, Michigan, Wisconsin, Minnesota.

Southwest: Mr. William E. Farmer, 314 West 11th Street, Austin, Texas 78701.

States Served: Louisiana, Arkansas, Oklahoma, Texas, New Mexico.

North Central: Mr. Cecil F. Powers, 911 Walnut Street, Kansas City, Missouri 64106.

States Served: Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas, Montana, Idaho, Wyoming, Utah, Colorado.

West: Mr. Dale Neilson, 100 McAllister Street, San Francisco, California 94102.

States Served: Arizona, Nevada, California, Oregon, Washington, Alaska, Hawaii.

Chiefs, Utilization Branches
GSA Regional Offices

Region 1: Mr. Joseph P. Kelley, Chief, Utilization Branch, Post Office and Courthouse, Boston, Massachusetts. Tel: 617/223-2686.

States Served: Maine, New Hampshire, Vermont Connecticut, Massachusetts, Rhode Island

Region 2: Mr. Charles Dell Elba, Chief, Federal Building, 26 Federal Plaza, New York, New York 10007. Tel: 212/264-2623.

States Served: New York, New Jersey, Pennsylvania, Delaware, Puerto Rico, Virgin Islands.

Region 3: Mr. Vincent L. Evans, Chief, Utilization Branch, GSA Region 3, Washington, D. C. 20407. Tel: 202/WO3-23371.

States Served: District of Columbia, Maryland, Virginia, West Virginia.

Appendix Item #5 (continued)

Region 4: Mr. Joseph A. Meyer, Chief, Utilization Branch, 1776 Peachtree Street, NW, Atlanta, Georgia 30309. Tel: 404/526-5952.

States Served: Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee.

Region 5: Mr. Joseph Burkhardt, Chief, Utilization Branch, 219 South Dearborn Street, Chicago, Illinois 60604. Tel: 312/828-6062.

States Served: Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin.

Region 6: Mr. Howard T. Adkison, Chief, Utilization Branch, 1500 E. Bannister Road, Kansas City, Missouri 64131. Tel: 816/361-7585.

States Served: Iowa, Kansas, Minnesota, Missouri, North Dakota, South Dakota, Nebraska.

Region 7: Mr. Max Perkins, Chief, Utilization Branch, 819 Taylor Street, Fort Worth, Texas 76102. Tel: 817/334-2341.

States Served: Arkansas, Texas, Louisiana, Oklahoma.

Region 8: Mr. Edward H. Lowe, Chief, Utilization Branch, Building 41, Denver Federal Center, Denver, Colorado 80225. Tel: 303/233-8859.

States Served: Colorado, Utah, New Mexico, Wyoming, Arizona.

Region 9: Mr. A. W. Kirby, Chief, Utilization Branch, 450 Golden Gate Avenue, Box 36084, San Francisco, California 94102. Tel: 415/556-5846.

States Served: California, Hawaii, Nevada.

Region 10: Mr. Herndon K. Guinn, Chief, Utilization Branch, GSA Center, Auburn, Washington 98002. Tel: 206/833-5481.

States Served: Alaska, Idaho, Montana, Oregon, Washington.

Appendix Item #6

COMMUNITY RELATIONS SERVICE, DEPARTMENT OF JUSTICE

The Community Relations Service (CRS) of the U. S. Department of Justice is a valuable source of information and assistance in community relations. CRS field representatives with specific city assignments (as listed below) can help resolve racial difficulties, identify critical program-related problems within the community, and aid the Youth Coordinator in assessing community attitudes.

CRS Regional Offices

Midwest: Richard A. Salem, Regional Director, Community Relations Service, 810 Consumers Building, 220 South State Street, Chicago, Illinois 60604. Tel: 312/353-4391.

States Served: West Virginia, Ohio, Kentucky, Indiana, Illinois, Michigan, Wisconsin, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas, Oklahoma.

Northeast: Edward H. O'Connell, Jr., Regional Director, Community Relations Service, Washington, D. C. 20530. Tel: 202/386-6411.

States Served: Maine, New Hampshire, Vermont, New York, Massachusetts, Connecticut, Rhode Island, Pennsylvania, New Jersey, Delaware, Maryland, Washington, D. C.

Southeast: Donald W. Jones, Acting Regional Director, Community Relations Service, 845 Piedmont-Cain Building, 148 Cain Street, N. E., Atlanta, Georgia 30303. Tel: 404/526-6883.

States Served: Virginia, Tennessee, North Carolina, South Carolina, Arkansas, Louisiana, Mississippi, Alabama, Georgia, Florida.

West: Edward Howden, Regional Director, Community Relations Service, Box 36123, Federal Building, 450 Golden Gate Avenue, San Francisco, California 94102. Tel: 415/556-2485.

States Served: Texas, Montana, Wyoming, Colorado, New Mexico, Idaho, Utah, Nevada, Arizona, Washington, Oregon, California, Hawaii, Alaska.

CRS Field Representatives

ATLANTA
Robert E. Hughes
845 Piedmont-Cain Building
148 Cain Street, N. E.
Atlanta, Georgia 30303
Tel: 404/526-4396

BALTIMORE
Jerome Mitchell
110A Federal Building
31 Hopkins Plaza
Baltimore, Maryland 21201
Tel: 301/962-4029

BIRMINGHAM
James Mills
Room 811, 2121 Building
2121 Eighth Avenue North
Birmingham, Ala. 35203
Tel: 205/325-3168

BOSTON
Marshall H. Bragdon
1384 Commonwealth Avenue
Apartment #29
Boston, Mass. 02134
Tel: 617/734-6866

BUFFALO
Frederick G. Gray III
(See Pittsburgh)

CHICAGO
Clark G. Roberts
810 Consumers Building
220 South State Street
Chicago, Illinois 60604
Tel: 312/353-4391

CINCINNATI
Niathan Allen
6035 Federal Office Building
550 Main Street
Cincinnati, Ohio 45202
Tel: 513/684-2135

CLEVELAND
Howard W. McKinney
517 U.S. Court & Customs House
Superior Ave. at Public Square
Cleveland, Ohio 44114
Tel: 216/522-4815

DALLAS
Robert F. Greenwald
811 Thomas Building
1314 Wood Street
Dallas, Texas 75202
Tel: 214/749-3728

DELTA AREA, MISSISSIPPI
Mrs. Marjorie L. Curet
Cerinich Building
1104 West Howard Avenue
Biloxi, Mississippi 39530
Tel: 601/432-2270

DENVER
Lorenzo Ramirez and
Clemith J. Houston
278 Main P. O. Building
1823 Stout Street
Denver, Colorado 80202
Tel: 303/297-4361

DETROIT
Clarence J. Walker, Jr.
1033 Lafayette Building
144 West Lafayette Street
Detroit, Michigan 48226
Tel: 313/226-7710

GARY, INDIANA
Sam J. Dennis
(See Chicago)

HOUSTON
Melvin P. Sikes
12128 Federal Office Bldg.
& U.S. Court House
515 Rusk Street
Houston, Texas 77002
Tel: 713/228-4701

KANSAS CITY, MO.
Sam J. Dennis
(See Chicago)

LOS ANGELES
Mrs. Vivian Strange and
Gonzalo R. Cano
1753 U.S. Court House
312 North Spring Street
Los Angeles, Calif. 90012
Tel: 213/688-2555

LOUISVILLE
Niathan Allen
(See Cincinnati)

MEMPHIS
Mahlon J. Griffith
(See Nashville)

MIAMI
Donald W. Jones
(See Atlanta)

MOBILE
James Mills
(See Birmingham)

NASHVILLE
Mahlon J. Griffith
710 U.S. Courthouse Bldg.
801 Broadway
Nashville, Tenn. 37203
Tel: 615/242-5938

NEWARK
Joseph S. Ford and
Rowland H. Copeland
939 New Federal Building
970 Broad Street
Newark, New Jersey 07102
Tel: 201/645-2431

NEW YORK
Wallace P. Warfield and
Victor E. Risso
201 Varick Street
Room 901
New York, New York 10014
Tel: 212/620-3354

OAKLAND BAY AREA
Robert L. Brown
(See San Francisco)

PHILADELPHIA
Thomas P. Hadfield and
James Walker
7th Floor, Federal Bldg.
1421 Cherry Street
Philadelphia, Pa. 19102
Tel: 215/597-2344

PITTSBURGH
Frederick G. Gray III
519 U.S. Post Office and
Court House
Seventh & Grant Streets
Pittsburgh, Pa. 15219
Tel: 412/644-3367

ST. LOUIS
Milton D. Lewis
208 North Broadway
Room 1015
St. Louis, Missouri 63102
Tel: 314/MA 2-5567

SAN ANTONIO
Gilbert G. Pompa
426 International Building
318 West Houston Street
San Antonio, Texas 78205
Tel: 512/225-4633

SAN DIEGO
Mrs. Vivian Strange and
Gonzalo R. Cano
(See Los Angeles)

SAN FRANCISCO
Eugene Brown
Box 36123, Federal Building
450 Golden Gate Avenue
San Francisco, Calif. 94102
Tel: 415/556-2485

SEATTLE
Eugene Brown
(See San Francisco)

Appendix Item #7

REGIONAL CONTACTS, OFFICE OF ECONOMIC OPPORTUNITY PROGRAMS

The Regional Offices of the Office of Economic Opportunity can provide information on overall planning, coordination, and funding of Community Action Programs, Head Start, VISTA, Upward Bound, etc. Each Regional Office also has designated a Summer Youth Program Specialist.

Northeast: Josephine Nieves, Regional Director, 72 W. 45th Street,
New York, New York 10036. Tel: 212/573-6411.

CAP -- Frank Ferro, 212/573-6413.
VISTA -- Theodore F.X. Higgins, 212/573-6531.
Summer -- Ruth Cubero, 212/573-6369.

States Served: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey.

Mid-Atlantic: Leveo Sanchez, Regional Director, 1834 M Street, N.W.,
Washington, D. C. 20506. Tel: 202/382-1284.

CAP -- David Weinman, 202/382-6383.
VISTA -- Peggy Wohlgemuth, 202/382-2981.
Summer -- Paul Royston, 202/382-2637.

States Served: Delaware, Pennsylvania, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, Kentucky.

Southeast: Frank K. Sloan, Regional Director, 730 Peachtree
Street, N.E., Atlanta, Georgia 30308. Tel: 404/526-6901.

CAP -- John Dean, 404/526-4558.
VISTA -- Ross Coggins, 404/526-6233.
Summer -- Joel Jacobsen, 404/526-4508.

States Served: Tennessee, South Carolina, Georgia, Florida, Alabama, Mississippi.

Great Lakes: Alan Beals, Acting Regional Director, 623 S. Wabash,
Chicago, Illinois 60656. Tel: 312/353-5562.

CAP -- Lynn Kirk, 312/353-5786.
VISTA -- Charles Henderson, 312/352-7244.
Summer -- Gene Turner, 312-353-6123.

Appendix Item #7 (continued)

States Served: Ohio, Indiana, Illinois, Michigan,
Wisconsin, Minnesota.

Southwest: Walter Richter, Regional Director, Lowich Building,
314 West 11th Street, Austin, Texas 78701.
Tel: 512/GR6-6325.

CAP -- Fred Baldwin, 512/GR6-6530.
VISTA -- Norman Humon, 512/475-5595.
Summer -- William J. Wise, 512/475-5844.

States Served: Louisiana, Arkansas, Oklahoma,
Texas, New Mexico.

North Central: Don Thomason, Regional Director, 911 Walnut Street,
Kansas City, Missouri 64106. Tel: 816/374-3761.

CAP -- Wayne Thomas, 816/374-3861.
VISTA -- Willard L. Hoing, 816/374-2267.
Summer -- John Wandless, 816/374-2393.

States Served: Iowa, Missouri, North Dakota,
South Dakota, Nebraska, Kansas, Montana,
Idaho, Wyoming, Utah, Colorado.

Western: Laurence Horon, Regional Director, 100 McAllister Street,
San Francisco, California 94102. Tel: 415/556-5400.

CAP -- Zane Meckler, 415/556-7716.
VISTA -- Carl Ehmann, 415/556-8970.
Summer-- Ray Auker, 415, 556-8911.

States Served: Arizona, Nevada, California, Oregon,
Washington, Alaska, Hawaii.

Appendix Item #8

STATE TECHNICAL ACTION PANELS, U. S. DEPARTMENT OF AGRICULTURE

The State Technical Action Panels (TAPs) of the U. S. Department of Agriculture may be particularly valuable contacts for smaller communities and rural areas planning summer youth programs. In certain instances, they may also be able to provide information on the use of rural resources for urban youth opportunity programs.

The TAPs are composed of the heads of U. S. Department of Agriculture agencies -- Farmers Home Administration, Soil Conservation Service, Agricultural Stabilization Conservation Service, Cooperative Extension Service -- and other Federal and State agencies whose programs benefit rural people.

The addresses of these State TAPs are listed below. All correspondence should be directed to "Director, U. S. Department of Agriculture, State Technical Action Panel."

ALABAMA
Room 717, Aronov Building
474 South Court Street
Montgomery, Alabama 36104

ALASKA
Rooms 146 and 148
Arctic Bowl Building
954 Cowles Street
Fairbanks, Alaska 99701

ARIZONA
Room 6040, Federal Building
230 North First Avenue
Phoenix, Arizona 85025

ARKANSAS
5503 Federal Office Building
700 West Capitol
Little Rock, Arkansas 72201

CALIFORNIA
2020 Milvia Street
Berkeley, California 94704

COLORADO
New Federal Building
Room 13417
1961 Stout Street
Denver, Colorado 80202

CONNECTICUT
Old Bookstore Building
Route 195
Storrs, Connecticut

FLORIDA
Room 218, Federal Building
401 E. 1st Avenue
Gainesville, Florida 32601

GEORGIA
Room 255
Peachtree-Seventh Building
50 Seventh Street, N. E.
Atlanta, Georgia 30323

HAWAII
P. O. Box 1840
Honolulu, Hawaii 96805

IDAHO
Room 350, Sonna Building
910 Main Street
Boise, Idaho 83702

ILLINOIS
14 Federal Building
Champaign, Illinois 61820

INDIANA
Room 202
311 West Washington Street
Indianapolis, Indiana 46204

IOWA
413 Iowa Building
505 Sixth Avenue
Des Moines, Iowa 50309

KANSAS
Room 430, New England Bldg.
5th and Kansas
Topeka, Kansas 66603

KENTUCKY
1409 Forbes Road
Lexington, Kentucky 40505

LOUISIANA
3727 Government Street
Alexandria, Louisiana 71301

MAINE
USDA Office Building
Orono, Maine 04473

MASSACHUSETTS
27-29 Cottage Street
Amherst, Mass. 01002

MICHIGAN
1405 South Harrison Road
East Lansing, Michigan 48823

MINNESOTA
203 Federal Courts Building
St. Paul, Minnesota 55102

MISSISSIPPI
Room 528, Milner Building
Jackson, Mississippi 39201

MISSOURI
812 Cherry Street
Columbia, Missouri 65201

MONTANA
Room 469, Federal Building
Box 850
Bozeman, Montana 59715

NEBRASKA
Room 428, Post Office Building
Lincoln, Nebraska 58408

NEVADA
Associate Director of Extension
Service
University of Nevada
Reno, Nevada 89507

NEW HAMPSHIRE
Federal Building
Durham, New Hampshire 03824

NEW JERSEY, MARYLAND, DELAWARE, and D. C.
Room 220, Post Office Building
402 E. State Street
Trenton, New Jersey 08608

NEW MEXICO
Room 6323, Federal Building
517 Gold Avenue, S. W.
Albuquerque, New Mexico 87101

NEW YORK
Room 412, Midtown Plaza
700 East Water Street
Syracuse, New York 13210

NORTH CAROLINA
Room 319
1330 St. Mary's Street
Raleigh, North Carolina 27605

NORTH DAKOTA
2nd Floor, Federal Building
220 East Rosser Avenue
Bismarck, North Dakota 58501

OHIO
Room 316, Old Post Office Bldg.
Columbus, Ohio 43215

OKLAHOMA
Agricultural Center Office Bldg.
Farm Road
Stillwater, Oklahoma 74074

OREGON
1218 S. W. Washington Street
Portland, Oregon 97205

PENNSYLVANIA
208 Central Industrial Bldg.
100 North Cameron Street
Harrisburg, Pennsylvania 17101

PUERTO RICO and VIRGIN ISLANDS
Fifth Floor, Segarra Building
1409 Ponce de Leon Avenue
Stop 20
Santurce, Puerto Rico 00907

RHODE ISLAND
320A Federal Building
U. S. Post Office
Providence, Rhode Island 02901

SOUTH CAROLINA
Federal Office Building
901 Sumter Street
Columbia, S. C. 29201

SOUTH DAKOTA
Christen and Hohm Bldg.
239 Wisconsin Ave., S. W.
Huron, South Dakota 57350

TENNESSEE
538 U. S. Court House Bldg.
801 Broadway
Nashville, Tenn. 37203

TEXAS
3910 South General Bruce Drive
Temple, Texas 76501

UTAH
Room 5311 Federal Building
125 S. State Street
Salt Lake City, Utah 84111

VERMONT
19 Church Street
Burlington, Vermont 05401

VIRGINIA
Room 8526, Federal Bldg.
400 N. Eight Street
Richmond, Virginia

WASHINGTON
127 S. Mission Street
Wenatchee, Wash. 98801

WEST VIRGINIA
209 Prairie Avenue
Morgantown, W. Va. 26505

WISCONSIN
4601 Hammersley Road
Madison, Wisconsin 53711

WYOMING
Post Office Federal Building
1st and Wolcott
Casper, Wyoming 82601

Appendix Item #9

VOLUNTARY ORGANIZATIONS

Voluntary organizations have been especially valuable partners in summer youth programs for the President's Council on Youth Opportunity and for Mayor's Councils on Youth Opportunity at the local level. These organizations engage in a wide range of activities and social services and represent a vast pool of resources, specialists, and goodwill.

The President's Council on Youth Opportunity maintains close working relatationships with the national headquarters of approximately 200 voluntary organizations. The national headquarters of these groups use their own house organs to inform their leadership and membership, discuss possible cooperation in staff and board meetings, and suggest to their local affiliates that they offer their services to the local Mayor's Council on Youth Opportunity.

The Youth Coordinator should actively seek the cooperation of local chapters and affiliates of large voluntary and civic organizations as well as local organizations which may have no national affiliation.

Below is a partial list of the national organizations the President's Council has worked with during the past two years. Youth Coordinators may use this list to check whether there is a local affiliate in their community and then ask the local group for specific support.

Altrusa International, Inc.
American Association of Retired Persons
American Association of University Women
American Bankers Association
American Bowling Congress
American Bridge Association, Inc.
American Camping Association
American Farm Bureau Federation
American Federation of Teachers
AFL-CIO
AFL-CIO Women's National Auxiliary
American Friends Service Committee
American Home Economics Association
American Jewish Committee
American Legion
American Library Association
American National Red Cross
American Personnel and Guidance Association
American Public Welfare Association
American Social Health Association
American Society for Personnel Administration
American Women's Voluntary Services
American Youth Hostels
Association of the Junior Leagues of America
Benevolent and Protective Order of Elks
Big Brothers of America
B'nai B'rith
Boys' Clubs of America
Boy Scouts of America
Camp Fire Girls, Inc.
Catholic Youth Organization
Child Study Association of America
Child Welfare League of America
Circle K International
Civitan International
Cooperative League of the U.S.A.
Delta Sigma Theta Sorority
Family Services Association of America
General Federation of Women's Clubs
Girl Scouts of the U.S.A.
Girls' Clubs of America
Improved Benevolent and Protective Order of the Elks
Institute of Life Insurance
International Brotherhood of Teamsters
Jack and Jill of America
Junior Achievement
Junior Chamber of Commerce
Key Club International
Kiwanis International
Knights of Columbus
Labor Community Action Committee
Lawyers Committee on Civil Rights
League of Women Voters
Lifetime Sports Foundation
Lions International
Little League Baseball
Loyal Order of Moose
Mexican-American Opportunity Foundation
National Association for the Advancement of Colored People
National Assembly for Social Policy and Development, Inc.
National Association of Colored Women's Clubs
National Association of Intercollegiate Athletics

Appendix Item #9 (continued)

National Association of Intergroup Relations Officials
National Association for Mental Health
National Association of Negro Business and Professional Women's Clubs, Inc.
National Association of Social Workers
National Audubon Society
National Collegiate Athletic Association
National Committee on Employment of Youth
National Conference of Catholic Bishops
National Conference of Christians and Jews
National Conference on Social Welfare
National Congress of Parents and Teachers
National Council of Catholic Women
National Council of Churches
National Council of Jewish Women
National Council of Negro Women
National Council of Women
National Council on Crime and Delinquency
National Council on the Aging, Inc.
National Education Association
National Exchange Club
National Federation of Business and Professional Women's Clubs
National Federation of Settlements and Neighborhood Centers
National 4-H Club Foundation
National Guild of Community Music Schools
National Industrial Recreation Association
National Jewish Welfare Board
National Links, Inc.
National Recreation and Park Association
National Service Secretariat
National Urban League
Optimist International
Order of DeMolay
Pilot Club International
Rotary International
Quota International
Sertoma International
Soroptimist Federation of the Americas, Inc.
Sports Foundation
United Automobile Workers
United Community Funds and Councils of America
United Police Association
United States Catholic Conference
United States Collegiate Sports Council
United States Chamber of Commerce
United States Youth Council
Veterans of Foreign Wars
Women in Community Service
Young Men's Christian Association
Young Women's Christian Association
Zonta International

Appendix Item #10

LOCAL CONTACTS, LABOR UNIONS

In each city the central labor body is the spokesman for the affiliated AFL-CIO local unions, and can serve as an action group on a city-wide basis for these unions. The participation of labor union representatives on a Mayor's Council on Youth Opportunity can be of great value in all phases of a community's summer youth program. The following list of key contacts in the largest cities was compiled for the President's Council on Youth Opportunity by the Department of Urban Affairs of the AFL-CIO national headquarters:

AKRON
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Exec. Sec. - Treas.
Akron Labor Council
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President
Atlanta Labor Council
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250 - 10th Street, N. E.
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BALTIMORE
Dominic N. Fornaro
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Baltimore Council of
AFL-CIO Unions
305 West Monument Street
Baltimore, Maryland 21201

BIRMINGHAM
Clarence E. Lowery
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AFL-CIO
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Bessemer, Alabama 35020

BOSTON
Lawrence C. Sullivan
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Greater Boston Labor Council
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BUFFALO
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Chicago Federation of Labor
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Sabastian Lupica
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Dade County Federation of
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FORT WORTH
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GARY
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Lake and Porter Counties
AFL-CIO Central Labor
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Appendix Item #10 (continued)

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OMAHA
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Union, AFL-CIO
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Edward F. Toohey
President
Philadelphia Council of
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PHOENIX
R. C. "Tommy" Holt
President
Phoenix and Maricopa
County Federation of
Labor, AFL-CIO
512 W. Adams Street
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PITTSBURGH
Anthony J. Luttey
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Pittsburgh, Pa. 15230

PORTLAND
Thomas J. Baker
Secretary-Treasurer
Multnomah County Labor
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223 Labor Center
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Portland, Oregon 97201

Appendix Item #10 (continued)

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Benedict J. Bazaar
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SAN ANTONIO
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San Antonio AFL-CIO Council
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San Diego County Labor Council AFL-CIO
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San Francisco Labor Council, AFL-CIO
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King County Labor Council of Washington, AFL-CIO
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ST. LOUIS
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St. Louis Labor Council AFL-CIO
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ST. PAUL
E. D. McKinnon
Secretary-Treasurer
St. Paul AFL-CIO Trades and Labor Assembly
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418 Auditorium Street
St. Paul, Minnesota 55102

TAMPA
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Hillsborough County Central Labor Union, AFL-CIO
6603 East Chelsea Street
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TOLEDO
Clarence H. Borgelt
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Toledo Area AFL-CIO
425 Winthrop Street
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TULSA
C. E. Wilson
Financial Sec.-Treas.
Tulsa Labor Council, AFL-CIO
P. O. Box 504
Tulsa, Oklahoma 74101

WASHINGTON
George W. Apperson
Secretary
Greater Washington Central Labor Council, AFL-CIO
1126 16th Street, N. W.
Washington, D. C. 20036

Appendix Item #11

LOCAL CONTACTS FOR FEDERAL GOVERNMENT HIRING, RESOURCES

There are two major sources of information concerning the employment of disadvantaged youth in local Federal agencies and the use of local resources. These are:

Federal Executive Board or Association Chairman -- For information on broad questions of policy related to the employment of disadvantaged youth in local Federal agencies, or for information on the use of Federal resources in his community, the Youth Coordinator should contact the chairman of the Federal Executive Board of Federal Fxecutive Association. Only the larger cities have an FEB or FEA chairman. These are listed below.

Civil Service Commission Liaison Officials -- For information relating to the administration of youth opportunity employment programs in Federal agencies or for information on Civil Service Commission (CSC) regulations, the Youth Coordinator should contact the designated CSC liaison for his city or the CSC liaison official in the nearest city.

Chairmen, Federal Executive Boards, Associations

ABERDEEN
Mr. Rolf Wallenstrom
President
Aberdeen Federal Executive Association
Supervisor, U. S. Fish and Wildlife Service
115 5th Avenue, S. E.
Aberdeen, S. D. 57401

ALBANY
Comdr. Clarence J. Strzemienski
President
Federal Executive Council of the Capital District
U. S. Naval & Marine Training Center
780 Washington Avenue
Albany, New York 12203

ALBUQUERQUE
Col. James H. Hottenroth
President
Albuquerque-Santa Fe Federal Executive Association
District Engineer
Corps of Engineers
P. O. Box 1580
Albuquerque, N. Mexico 87103

ALEXANDRIA
Mr. J. B. Earle
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Rapides Parish Federal Executive Association
State Conservationist, Soil Conservation Service
3737 Government Street
Alexandria, Louisiana 71301

ALTOONA
Mr. Robert W. Anthony
President
Blair County Federal Executive Association
Postmaster
U. S. Post Office
Altoona, Pa. 16603

ANCHORAGE
Mr. Lewis J. Conrad
Chairman
Anchorage Federal Executive Association
District Director
Internal Revenue Service
540 Fifth Avenue
Anchorage, Alaska 99501

ANN ARBOR
Mr. Richard Schneeberger
President
Ann Arbor Area Federal Officials Association
Assistant Postmaster
Ann Arbor, Michigan 48105

ATLANTA
Mr. James G. Rogers
Atlanta FEB
Director, Southern Region
Federal Aviation Administration
P. O. Box 20636
Atlanta, Georgia 30320
Tel: 404/526-7222

ATLANTIC CITY
Mr. Jack Webb
Chairman
Federal Executives Assn. of Central & Southern New Jersey
Director, National Aviation Facilities Experimental Center
Atlantic City, N. J. 08405

AUSTIN
Mr. Robert L. Phinney
President
Austin Federal Executive Association
District Director
Internal Revenue Service
P. O. Box 250
Austin, Texas 78767

BAKERSFIELD
Mr. George Chartrand
President
Bakersfield Federal Executive Association
Audit Supervisor
Internal Revenue Service
Room 120
800 Truxtun Avenue
Bakersfield, Calif. 93301

BALTIMORE
Mr. Rufus Wilson
President
Frederal Executive Assn. of Maryland
Manager, VA Regional Office
31 Hopkins Plaza - FOB
Baltimore, Md. 21201

BEEVILLE
Mr. Clyde Wheeler
President
South Texas Federal
Business Association
Industrial Relations Ofcr.
Naval Auxiliary Air
Station
Chase Field
Beeville, Texas 78102

BIRMINGHAM
Mr. Randolph Mobbs
President
Birmingham Federal
Executive Assn.
Director
Disbursing Center
Treasury Dept., Rm. 201
2225 3rd Avenue, North
Birmingham, Ala. 35203

BOISE
Mr. Harold T. Nelson
President
Boise Federal Executive Council
Regional Director
Bureau of Reclamation
P. O. Box 8008
550 West Fort Street
Boise, Idaho 83707

BOSTON
Mr. William F. Connors
Chairman
Boston FEB
Manager
Regional Office
Veterans Administration
500 John F. Kennedy
Federal Building
Boston, Mass. 02203
Tel: 617/223-3000

BUFFALO
Mr. James E. Pigott
President
Niagara Frontier Federal
Executive Assn.
Manager, Veterans Adm.
Regional Office
1021 Main Street
Buffalo, N. Y. 14203

CASPER
Mr. William M. Jack
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Casper Federal Executives Council
Regional Director
Small Business Adm.
300 North Center Street
Casper, Wyoming 82601

CHARLESTON
Mr. J. Gorman Thomas
Chairman
Federal Executive Council
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Area
Postmaster
Charleston, S. C. 29401

CHARLESTON
Mr. Kermit Kiser
Chairman
Federal Executive Assn.
of W. Virginia
Acting Superintendent of
Mails
Charleston Post Office
Charleston, W. Va. 25301

CHARLOTTE
Mr. Jarvis L. Brewer
President
Charlotte Council of Federal
Agencies
Supervisor in Charge, Alcohol
& Tobacco Tax
R-200-B, BSR Building
316 E. Morehead Street
Charlotte, N. C. 28202

CHEYENNE
Mr. Richard L. Hutt
President
Cheyenne Federal Executives
Council
Internal Revenue Service
308 West 21st Street
Cheyenne, Wyoming 82001

CLEVELAND
Mr. Frank S. Turbett, Jr.
Chairman
Cleveland FEB
District Director
Internal Revenue Service
Federal Office Building
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Cleveland, Ohio 44199
Tel: 216/522-3320

CINCINNATI
Mr. Paul A. Schuster
President
Federal Business Assn. of
Greater Cincinnati
District Director of Internal
Revenue Service
5112 Federal Office Bldg.
P. O. Box 1818
Cincinnati, Ohio 45201

DALLAS
Capt. W. G. Normile
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Dallas-Ft. Worth FEB
Commander, Defense
Contract Administration
Services Region
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DENVER
Dr. William T. Van Orman
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Denver FEB
Regional Director
Dept. of Health, Education,
and Welfare
Room 9017, Federal Bldg.
Denver, Colorado 80202
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DES MOINES
Mr. Walter Ferguson
President
Federal Executive Council
of Greater Des Moines
State Executive Director,
ASCS
U. S. Dept. of Agriculture
Room 931, Federal
Office Building
Des Moines, Iowa 50309

DETROIT
Mr. Jerome H. Brooks
President
Federal Executive Assn.
of Detroit
Regional Director
Nat'l. Labor Relations Board
500 Book Building
Detroit, Michigan 48226

Appendix Item #11 (continued)

EL CENTRO

Mr. Earl Myers
President
Imperial Valley Federal Executive Association
Technical Director
6511th Test Group (Parachute) (AFSC)
Naval Air Facility
El Centro, Calif. 92243

EL PASO

Mr. R. H. Dwigans
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El Paso Federal Business Association
District Director
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EUGENE

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Federal Executive Assn. of Lane County
Assistant District Manager
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FAIRBORN

Mr. Avid H. Eide
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Federal Executive Association
Local Coordinator
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FARGO

Mr. Roger B. Phelps
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Fargo-Moorhead Federal Executive Association
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FORT BENNING

Mr. T. A. Barefoot
President
Columbus Federal Executive Association
Civilian Personnel Officer
Fort Benning, Ga. 31905

FORT JACKSON

Maj. Gen. Gines Perez
Columbia Federal Exec. Council
Fort Jackson, S.C. 29200

FORT MEADE

Ben S. Wells, M.D.
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Federal Business Assn. of South Dakota (West)
Director, Veterans Adm. Hospital
Fort Meade, S. D. 57741

FORT STEWART

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Savannah Federal Executive Assn.
Civilian Personnel Officer
Fort Stewart, Ga. 31313

FORT SAM HOUSTON

Maj. Gen. Chester A. Dahlen
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GREENSBORO

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GREENVILLE

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Greenville Federal Executive Association
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Appendix Item #11 (continued)

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Chief, Radar Approach Control Center
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MEDFORD
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Montgomery Assn. of Federal
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Financial Manager (Adm. Mgr.)
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NASHVILLE
Mr. John C. Cobb
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President
Federal Executive Assn.
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Regional Director
National Labor Relations
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NEW HAVEN
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Regional Administrator
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NORTH BEND
Mr. E. Wallace Knight
President
Federal Executive Association
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Chief, Flight Service Station
Federal Aviation Administration
Minicipal Airport
North Bend, Oregon 97459

NORFOLK
Rear Adm. J.C. Dempsey, USN
President, Federal Executive
Assn. of the Greater Tidewater Area of Virginia
Commandant, Fifth Naval Dist.
Norfolk, Virginia 23511

OKLAHOMA CITY
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The Metropolitan Oklahoma
City Federal Executive
Council
District Director
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OMAHA
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ORLANDO
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Appendix Item #11 (continued)

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Appendix Item #12

MINIMUM WAGE STANDARDS

In general, most employees engaged in, or producing goods for, interstate commerce or those employed in certain large enterprises, must receive the minimum wage in accord with the Fair Labor Standards Act. However, there are some exceptions for learners, apprenticeships, messengers, handicapped workers, and full-time students employed in retail or service establishments.

For specific answers to employers' questions regarding the applicability of minimum wage standards in the hiring of young people for summer jobs, Youth Coordinators should contact the official representative of the Wage and Hour and Public Contacts Division of the U.S. Department of Labor. These representatives for the largest cities are:

AKRON
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Room 813 Federal Bldg.
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REGIONAL MANPOWER ADMINISTRATORS, U.S. DEPARTMENT OF LABOR

Youth Coordinators may obtain information and further reference contacts on Federally-funded manpower programs from the Regional Manpower Administrators of the U.S. Department of Labor listed below:

Region 1: Mr. William B. Lewis, Regional Manpower Administrator, John F. Kennedy Federal Building, Boston, Massachusetts 02203. Tel: 617/223-7248.

States Served: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

Region 2: Mr. J. Terrell Whitsitt, Regional Manpower Administrator, 341 9th Avenue, New York, New York 10001. Tel: 212/971-7564.

States Served: New Jersey, New York, Puerto Rico, Virgin Islands.

Region 3: Mr. Morris Riger, Regional Manpower Administrator, 1111 20th Street, N.W., Vanguard Building, Washington, D. C. 20036. Tel: 202/386-6016.

States Served: Delaware, Maryland, North Carolina, Virginia, West Virginia.

Region 4: Mr. William U. Norwood, Regional Manpower Administrator, 1371 Peachtree Street, NE, Atlanta, Georgia 30309. Tel: 404/526-3267.

States Served: Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee.

Region 5: Mr. Lewis F. Nicolina, Regional Manpower Administrator, 219 S. Dearborn Street, Federal Building, Chicago, Illinois 60604. Tel: 312/353-4258.

States Served: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin.

Region 6: Mr. William S. Harris, Regional Manpower Administrator, 911 Walnut Street, Federal Office Building, Kansas City, Missouri 64106. Tel: 816/374-3796.

States Served: Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, Wyoming.

Region 7: Mr. William T. Bailey, Regional Manpower Administrator, 411 N. Akard Street, Mayflower Building, Dallas, Texas 75201. Tel: 214/749-3671.

States Served: Arkansas, Louisiana, New Mexico, Oklahoma, Texas.

Region 8: Mr. Kenneth C. Robertson, Regional Manpower Administrator, 10064 Federal Office Building, 450 Golden Gate Avenue, San Francisco, California 96102. Tel: 415/556-7414.

States Served: Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Washington, American Samoa, Guam.

Region 9: Mr. Horace Holmes, District of Columbia Manpower Administrator, District Building, 14th and E Streets, N.W., Washington, D. C. 20004. Tel: 202/629-3663.

States Served: District of Columbia.

Appendix Item #14

WELFARE AGENCY PARTICIPATION

The U. S. Department of Health, Education, and Welfare (HEW) is expected to again contact State Public Welfare Directors administering public assistance programs to urge their cooperation in summer youth opportunity programs. The 1969 HEW letter would be similar to that of 1968, in which it was suggested that state agencies:

1. Waive income restrictions for summer employed youth whose families are public welfare recipients.

2. Add a coordinator of training and employment to the staff of the State Public Welfare Agency.

3. Hire Aid to Families with Dependent Children (AFDC) youth in public welfare agencies.

4. Conduct a summer demonstration project.

Instructions as to how these suggestions can be implemented would also be outlined.

To support this Federal action, Youth Coordinators should contact the Director of Public Welfare in their community and utilize the additional contribution they can make in this area. These local contacts for the largest cities are listed below:

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C. V. Kibler, Acting Director
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BIRMINGHAM
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Denver, Colorado 80204

DETROIT
Paul G. Conlan, Director
640 Temple
Detroit, Michigan 48201

EL PASO
Arthur J. Reardon
Executive Director
145 N. Raynolds Boulevard
El Paso, Texas 79905

FORT WORTH
Mr. Paul V. Reed, Director

HONOLULU
William G. Among, Director
P. O. Box 339
Honolulu, Hawaii 96809

HOUSTON
Charles W. Leavens, Director
1225 Elder Street
Houston, Texas 77007

INDIANAPOLIS
Wayne A. Stanton, Director
1501 City-County Building
Indianapolis, Indiana 46202

Appendis Item #14 (continued)

JERSEY CITY
James Frederick Young
Director
46 Mercer Street
Jersey City, N. J. 07302

KANSAS CITY
Edward I. Dunkin, Director
313 E. 16th Street
Kansas City, Mo. 64108

LONG BEACH
(Same as Los Angeles)

LOS ANGELES
Ellis P. Murphy, Director
P. O. Box 2229
Los Angeles, Calif. 90022

LOUISVILLE
Dorothy Wherley, Director
800 Fiscall Court Building
Louisville, Kentucky 40202

MEMPHIS
George C. Latham
County Director
198 S. Main Street
Memphis, Tenn. 38103

MIAMI
Hazel L. Adams
P. O. Box 634
Biscayne Annex
Miami, Florida 33152

MILWAUKEE
O. H. Guenther, Director
8731 Watertown Plank Road
Milwaukee, Wisconsin 53226

MINNEAPOLIS
Arnold E. Gruber, Director
400 South Fifth Street
Minneapolis, Minn. 55415

NEWARK
Mrs. Grace E. Malone
Director
218-220 Market Street
Newark, New Jersey 07102

NEW ORLEANS
Mrs. Doris D. Culver
Director
325 Loyola Avenue
P. O. Box 51870
New Orleans, La. 70150

NEW YORK
Mitchell I. Ginsberg
Commissioner
250 Church Street
New York, New York 10013

NORFOLK
Paul Canady, Director
801 City Hall
Norfolk, Virginia 23510

OAKLAND
Hrayr Terzian, Director
401 Broadway
Oakland, California 94607

OKLAHOMA CITY
Mrs. Irene Bohannon
Director
1010 No. Broadway
Oklahoma City, Okla. 73102

OMAHA
Carl A. Peterson
Administrator
1101 S. 42nd Street
Omaha, Nebraska 68105

PHILADELPHIA
William P. Sailer
Executive Director
State Office Building
1400 Spring Garden Street
Philadelphia, Pa. 19130

PHOENIX
George Crane, Director
1209 West Madison Street
Phoenix, Arizona 85007

PITTSBURGH
Frank J. Setcavage
Executive Director
State Office Building
300 Liberty Avenue
Pittsburgh, Pa. 15222

PORTLAND
Gordon Gilbertson
Administrator
508 S. W. Mill Street
Portland, Oregon 97207

ROCHESTER
William B. Woods, Director
1460 South Avenue
Rochester, New York 14620

SAN ANTONIO
John E. Bierschwale
Director
426 S. Laredo Street
San Antonio, Texas 78207

SAN DIEGO
Homer E. Detrich, Director
1600 Pacific Highway
San Diego, California 92101

SAN FRANCISCO
Ronald H. Born
General Manager
585 Bush Street
San Francisco, Calif. 94108

SEATTLE
Mrs. Runa F. Myers
Acting Administrator
2809 26th Avenue, S
Seattle, Washington 98144

ST. LOUIS
J. P. Lynes, Director
627 N. Euclid Avenue
St. Louis, Missouri 63108

ST. PAUL
Ruth Bowman
Executive Director
476 St. Peter Street
St. Paul, Minnesota 55102

TAMPA
Rudolph Spoto, Director
1403 Tampa Street
Tampa, Florida 33602

TOLEDO
William J. Ensign, Director
437 Michigan Street
Toledo, Ohio 43624

TULSA
Mrs. Nora Nicholson
Director
Courthouse, 312 W. 5th
Tulsa, Oklahoma 74103

WASHINGTON
Winifred G. Thompson
Director
499 Pennsylvania Ave., N. W.
Washington, D. C. 20001

Appendix Item #15

ELEMENTARY AND SECONDARY EDUCATION ACT

State Title I Coordinators

State Coordinators for Title I of the Elementary and Secondary Education Act can provide information and assistance in reallocation of unused fiscal 1969 funds to assist Title I summer programs, involvement of the community in Title I program planning, and program suggestions.

ALABAMA
William E. Mellown
Title I ESEA Coordinator
State Dept. of Education
State Office Bldg.
Room 460
Montgomery, Ala. 36104
Tel: 205/265-2363, Ext. 3357

ALASKA
Nathaniel H. Cole
Federal Programs Coordinator
State Dept. of Education
326 Alaska Office Bldg.
Juneau, Alaska 99801

ARIZONA
Wayne Taysom
Director
State-Federal Programs
Dept. of Public Instruction
1333 W. Camelback Rd.
Phoenix, Ariz. 85103
Tel: 602/271-5235

ARKANSAS
William H. Moore
Associate Commissioner
Federal Programs
State Dept. of Education
7509 Cantrell Road
Little Rock, Ark. 72207
Tel: 501/663-1364

C. E. Morris
Title I ESEA Coordinator
State Dept. of Education
7509 Cantrell Road
Little Rock, Ark. 72207
Tel: 501/663-1364

CALIFORNIA
Dr. Wilson C. Riles
Director
Compensatory Education
State Dept. of Education
Sacramento, Calif. 95814
Tel: 916/445-2590

COLORADO
Ward Vining
Title I ESEA Director
State Dept. of Education
State Office Bldg.
Denver, Colorado 80203
Tel: 303/892-2214

CONNECTICUT
Dr. Alexander J. Plante
Title I ESEA Coordinator
State Dept. of Education
165 Capitol Ave., Rm. 360
Hartford, Conn. 06115
Tel: 203/527-6341, Ext. 594

DELAWARE
William Corkle
Title I ESEA Coordinator
State Dept. of Public
Instruction
P.O. Box 697
Dover, Delaware 19901
Tel: 302/734-5711, Ext. 547

DISTRICT OF COLUMBIA
Dr. Joseph Carroll
Title I ESEA Coordinator
415 - 12th St., Rm. 1008
Washington, D. C. 20004
Tel: 202/347-5060

FLORIDA
John Wheeler
Title I ESEA Coordinator
State Dept. of Education
219 W. Jefferson St.
Tallahassee, Fla. 32304
Tel: 904/599-5790

GEORGIA
R.C. Beemon
Title I ESEA Coordinator
State Dept. of Education
State Office Bldg., Rm. 316
Atlanta, Ga. 30334
Tel: 404/688-2390, Ext. 465

HAWAII
Dr. Clarence Masumotoya
Director
Office of Federal Programs
Hawaii Dept. of Education
P.O. Box 2360
Honolulu, Hawaii 96804

IDAHO
Loren Hicks
Title I ESEA Director
State Dept. of Education
Boise, Idaho 83701
Tel: 208/344-5811, Ext. 248

ILLINOIS
Dr. Noah S. Neace
Title I ESEA Coordinator
of Public Instruction
316 South Second St.
Springfield, Ill. 62706
Tel: 217/525-6036

INDIANA
Edward Robbins
Title I ESEA Coordinator
Dept. of Public Instruction
309 W. Wash. St.
Indianapolis, Ind. 46204
Tel: 317/633-4436

IOWA
R. F. Van Dyke
Title I ESEA Coordinator
Dept. of Public Instruction
Grimes Office Bldg.
Des Moines, Iowa 50319
Tel: 515/281-5313

KANSAS
Henry A. Parker
Title I ESEA Coordinator
Dept. of Public Instruction
Kansas State Education Bldg.
120 E. 10th St.
Topeka, Kansas 66612
Tel: 913/296-3458

KENTUCKY
Fred Williams
Title I ESEA Coordinator
State Dept. of Education
Frankfort, Ky. 40601
Tel: 502/564-3301

LOUISIANA
E. E. Davis, Jr.
Director
Federally Assisted Programs
State Dept. of Education
Baton Rouge, La. 70804
Tel: 504/389-5291

MAINE
Joseph J. Devitt
Title I ESEA Coordinator
State Dept. of Education
Education Bldg.
Augusta, Maine 04330
Tel: 207/289-2475

MARYLAND
Dr. Percy Williams
Title I ESEA Coordinator
State Dept. of Education
301 W. Preston St.
Baltimore, Md. 21201
Tel: 301/383-3010, Ext. 475

MASSACHUSETTS
Robert Jeffery
Title I ESEA Coordinator
State Dept. of Education
182 Tremont St.
Boston, Mass. 02116
Tel: 617/727-5754

MICHIGAN
Louis Kocsis
Chief Administrator
Compensatory Education
State Dept. of Education
Box 420
Lansing, Mich. 48902
Tel: 517/373-3666

Kenneth Swanson
Title I ESEA Coordinator
State Dept. of Education
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Lansing, Mich. 48902
Tel: 517/373-3666

MINNESOTA
Jack Hanson
Title I ESEA Coordinator
State Dept. of Education
Centennial Office Bldg.
St. Paul, Minnesota 55101
Tel: 612/221-2181

MISSISSIPPI
W. L. Hearn
Title I ESEA Coordinator
State Dept. of Education
P. O. Box 771
Jackson, Miss. 39205
Tel: 601/355-9361, Ext. 280

MISSOURI
D. D. McCullough
Title I ESEA Coordinator
State Dept. of Education
P. O. Box 480
Jefferson City, Mo. 65101
Tel: 314/635-8125

MONTANA
Herman Tushous
Title I ESEA Supervisor
Dept. of Public Instruction
Helena, Montana 59601
Tel: 406/442-3260, Ext. 331

NEBRASKA
Robert E. Dyke
Title I ESEA Coordinator
State Dept. of Education
State Capitol Bldg.
Lincoln, Nebraska 68509
Tel: 402/473-1212

NEVADA
James Kiley
Director
Federal Relations
State Dept. of Education
Carson City, Nevada 89701
Tel: 702/882-7324 or 7329

NEW HAMPSHIRE
William C. Sterling
Title I ESEA Coordinator
Division of Instruction
State Dept. of Education
64 N. Main St.
Concord, N. H. 03301
Tel: 603/271-2717

NEW JERSEY
Ira B. Helfgott
Title I ESEA Coordinator
State Dept. of Education
225 W. State St.
Trenton, N. J. 08625
Tel: 609/292-5790

NEW MEXICO
Dr. Mildred K. Fitzpatrick
Title I ESEA Services
State Dept. of Education
Santa Fe, New Mexico 87501
Tel: 505/827-2441

NEW YORK
Dr. Irving Ratchick
Title I ESEA Coordinator
State Education Dept., Rm. 367
Albany, New York 12224
Tel: 518/GR 4-6659

NORTH CAROLINA
Dr. Joseph Johnston
Title I ESEA Coordinator
State Dept. of Public Instruction
Raleigh, North Carolina 27602
Tel: 919/829-7665

NORTH DAKOTA
Warren Pederson
Title I ESEA Coordinator
State Dept. of Public Instruction
State Capitol Bldg.
Bismarck, North Dakota 58501
Tel: 701/224-2282

OHIO
Arlie E. Cox
Title I ESEA Coordinator
State Dept. of Education
3201 Alberta St.
Columbus, Ohio 43204
Tel: 614/469/4161

OKLAHOMA
Jack L. Taylor
Title I ESEA Director
State Dept. of Education
Will Rogers Bldg., Rm. 310
Oklahoma City, Okla. 73105
Tel: 405/521-3315

Appendix Item #15 (continued)

OREGON
Dale Skewis
Title I ESEA Coordinator
State Dept. of Education
Salem, Oregon 97310
Tel: 503/364-2171, Ext. 1725

PENNSYLVANIA
Joseph H. Calley
Assistance Director
Compensatory Education
Dept. of Public Instruction
Education Bldg., Rm. 582
Harrisburg, Pa. 17126
Tel: 717/787-7654

RHODE ISLAND
Edward T. Costa
Compensatory Education
State Dept. of Education
Roger Williams Bldg.
Hayes St.
Providence, R. I. 02908
Tel: 401/521-7100, Ext. 821

SOUTH CAROLINA
Gary Ashley
Title I ESEA Coordinator
State Dept. of Education
Rutledge Bldg., Rm. 201
Columbia, S. C. 29201
Tel: 803/758-3471

SOUTH DAKOTA
Lyndon M. Loken
Title I ESEA Coordinator
State Dept. of Public Instruction
Pierre, South Dakota 57501
Tel: 605/224-3218

TENNESSEE
Ervin H. Thomas
Title I ESEA Coordinator
State Dept. of Education
221 Cordell Hull Bldg.
Nashville, Tenn. 37219
Tel: 615/741-3433, 3434, 3889

TEXAS
R.E. Slayton
Director
Compensatory Education
Texas Education Agency
11th and Brazos Sts.
Austin, Texas 78711
Tel: 512/475-4126

UTAH
N. Craig Kennington
Title I ESEA Specialist
State Dept. of Public Instruction
136 E. South Temple
Salt Lake City, Utah 84114
Tel: 801/328-5061

VERMONT
Allan J. Heath
Assistant Chief
Special Projects
Dept. of Education
State Office Bldg.
Montpelier, Vt. 05602
Tel: 802/223-2311, Ext. 515

VIRGINIA
Robert W. Sparks
Title I ESEA Coordinator
State Board of Education
Richmond, Va. 23216
Tel: 703/770-3179

WASHINGTON
Jerry Dikes
Title I Program Coordinator
State Supt. of Public Instruction
Olympia, Washington 98501
Tel: 206/753-6764

WEST VIRGINIA
Virgil H. Stewart
Title I ESEA Coordinator
State Dept. of Education
State Capitol Bldg.
Room W-127
Charleston, W. Va. 25305
Tel: 304/348-2701

WISCONSIN
Frank N. Brown
Title I ESEA Coordinator
State Dept. of Public Instruction
126 Langdon St.
Madison, Wisconsin 53703
Tel: 608/266-2699

WYOMING
Merle V. Chase
Director
Federal Programs
State Dept. of Education
Cheyenne, Wyoming 82001
Tel: 307/777-7343

REGIONAL CONTACTS, DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

For information on overall matters of legislation, programs, and funding by the U.S. Department of Health, Education, and Welfare, Youth Coordinators should contact the Regional HEW Directors listed below. Each HEW Regional Office has designated a Youth Opportunity Coordinator to provide information and assistance to communities in identifying resources and further reference contacts in State and Federal agencies.

Region I: Walter W. Mode, John F. Kennedy Federal Bldg., Government Center,
Boston, Mass. 02203. Tel: 117/223-6831.

States Served: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

Region II: Bernice L. Bernstein, Federal Bldg., 26 Federal Plaza, New York, N. Y.
10007. Tel: 212/264-4600.

States Served: Delaware, New Jersey, New York, Pennsylvania.

Region III: Bernard V. McCusty, 220-7th St., N.W., Charlottesville, Va.
22901. Tel: 703/296-1221.

States Served: Kentucky, Maryland, North Carolina, Virginia, Washington, D.C., West Virginia

Region IV: William J. Page, Jr., Peachtree-Seventh Bldg., 50-7th St., N. W.
Atlanta, Ga. 30323. Tel: 404/526-5817.

States Served: Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee.

Region V: James G. Brawley, New Post Office Bldg., 433 W. Van Buren St., Chicago,
Ill. 60607. Tel: 312/353-5160.

States Served: Ohio, Illinois, Michigan, Indiana, Wisconsin.

Region VI: James W. Doarn, Federal Office Bldg., 601 E. 12th St., Kansas City, Mo.
64106. Tel: 816/374-3436

States Served: Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota.

Region VII: James H. Bond, 1114 Commerce St., Dallas, Tex. 75202.
Tel: 214/749-3396

States Served: Arkansas, Louisiana, New Mexico, Oklahoma, Texas.

Region VIII: William T. Van Orman, Federal Office Bldg., 19th and Stout Streets, Denver,
Colo. 80202. Tel: 303/297-3373.

States Served: Colorado, Idaho, Montana, Utah, Wyoming.

Region IX: Charles H. Shreve, Federal Office Bldg., 50 Fulton St., San Francisco, Calif.
94102. Tel.: 415/556-6746.

States Served: Alaska, Arizona, California, Hawaii, Nevada, Oregon, Washington.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

For information on programs funded by the U.S. Department of Housing and Urban Development, Youth Coordinators should consult the following:

1. Urban Transportation Administration -- This office in Washington, D. C., administers a demonstration grant program and a capital grant program for studies and projects on the transportation needs for employment. Local public transportation authorities are the official grant recipients in the programs. Contacts are:

   a. Mr. Robert H. McManus, Director, Division of Project Development (capital grants). Tel: 202/382-5374.

   b. Miss Hartley Campbell, Division of Demonstration Programs and Studies. Tel: 202/382-3783.

2. Other HUD Programs -- The Department of Housing and Urban Development makes grants and loans to localities for a number of different specific purposes, including Urban Renewal, Community Renewal, Urban Planning Assistance, Neighborhood Facilities, Rehabilitation Aid, Open Space and Urban Beautification, Public Facilities, Comprehensive Planning.

Many of these programs have potential use in summer youth programs. For information on such potential uses, Youth Coordinators should contact the following regional representatives of HUD:

Region 1: Judah Gribetz, 26 Federal Plaza, New York, New York 10007.

States Served: Connecticut, Maine, New Hampshire, Massachusetts, New York, Rhode Island, Vermont.

Region 2: Warren P. Phelan, Widener Building, 1339 Chestnut Street, Philadelphia, Pennsylvania 19107.

States Served: Delaware, District of Columbia, Maryland, New Jersey, Virginia, Pennsylvania, West Virginia.

Region 3: Edward H. Baxter, Peachtree-Seventh Building, Atlanta, Georiga 30323.

States Served: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee.

Region 4: Francis D. Fisher, 360 N. Michigan Avenue, Chicago, Illinois 60601.

States Served: Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.

Region 5: William W. Collins, Jr., Federal Office Building, 819 Taylor Street, Fort Worth, Texas 76102.

States Served: Arkansas, Colorado, Kansas, Louisiana, Missouri, New Mexico, Oklahoma, Texas.

Region 6: Robert B. Pitts, P. O. Box 36003, San Francisco, California 94102.

States Served: Alaska, Arizona, California, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming.

Appendix Item #18

RECREATION AND PARKS CONSULTANTS

The National Recreation and Park Association has established a series of Service Centers, each of which is staffed with a regional director. For information on these service centers, Youth Coordinators should write: The Director, Field Service, National Recreation and Park Association, 1700 Pennsylvania Avenue, N.W., Washington, D. C. 20006.

Additionally, many State and local governments have employed recreation and park consultants to provide service to local communities. For information on this consultant service, Youth Coordinators should contact:

CALIFORNIA
Mervyn L. Filipponi
California Department of
Parks and Recreation
P.O. Box 2390
Sacramento, California 95811

COLORADO
Stewart G. Case
Div. of Community Services
Colorado State University
Fort Collins, Colorado 80521

FLORIDA
James H. Sayes
Manager, Recreation Dept.
Florida Development Comm.
Tallahassee, Florida 32304

GEORGIA
John H. Davis, Exec. Dir.
Georgia Recreation Comm.
Suite 801, Mony Building
Atlanta, Georgia 30309

James Cully
Georgia Recreation Comm.
1655 Peachtree Street, N.E.
Atlanta, Georgia 30309

IDAHO
Howard Alden
Extension Services
Idaho State University
Mosco, Idaho

ILLINOIS
Joseph J. Bannon
Chief, Field Service
Dept. of Recreation
and Park Admn.
University of Illinois
1203 West Oregon
Urbana, Illinois 61801

INDIANA
James A Peterson
Specialist Rec. & Parks
Room 145, H.P.E.R. Bldg.
Bloomington, Indiana 47401

Gerald G. Raderstorf
State Recreation Dir.
615 State Office Building
Indianapolis, Indiana

IOWA
Dr. E. A. Scholer
Chairman,
Leadership Program
University of Iowa
121 Field House
Iowa City, Iowa

KANSAS
L. J. Heeb
State Rec. Consultant
108 Robinson
University of Kansas
Lawrence, Kansas 66044

LOUISIANA
Dr. Wayne Robichaux
Extension Rec. Consultant
Knapp Hall
Louisiana State University
Baton Rouge, Louisiana 70803

MARYLAND
Frederick L. Eskew
Recreation Specialist
Department of Forests
and Parks
State Office Building
Annapolis, Maryland 21401

MICHIGAN
Joseph Seavy
Chief, Rec. Services
Conservation Dept.
Steven T. Mason Bldg.
Room 144
Lansing, Michigan

MISSISSIPPI
John King
Recreation Planner
Research & Development Comm.
Jackson, Mississippi

MISSOURI
Dr. Keith Boys
Department of Recreation
and Park Admn, Rm. 215
University of Missouri
909 University Avenue
Columbia, Missouri 65201

NEW HAMPSHIRE
Richard A. Tapply, Director
Ofc. of Community Rec.
South Langdon Street
Concord, New Hampshire 03301

NEW JERSEY
David C. Goodwin
Chief, Rec. New Jersey
Post Office Box 1889
Trenton, New Jersey 08625

NORTH CAROLINA
Harold D. Meyer, Consultant
N. C. Recreation Comm.
436 N. Harrington Street
Raleigh, North Carolina

Ralph Andrews, Director
N. C. Recreation Comm.
436 N. Harrington Street
Raleigh, North Carolina

OREGON
Robert Wilder
State Recreation Director
State Highway Department
State Capitol Building
Salem, Oregon

Appendix Item #18 (continued)

Donald C. Ashmanskas
Field Consultant
League of Oregon Cities
270 Cottage Street, N.E.
Salem, Oregon 97301

Larry E. Decker, Director
Center of Leisure Study and
Community Service
University of Oregon
1587 Agate Street
Eugene, Oregon 97403

Kenneth K. Keudell, Chief
Community Services
USDA - Farmers Home Admn.
1218 S.W. Washington Street
Portland, Oregon 97205

Walt McCallum, Asst. Supt.
Parks and Recreation Div.
State Highway Department
Salem, Oregon 97310

Wm. K. Riesland, Asst.
State Rec. Director
Parks and Recreation Div.
State Highway Department
Salem, Oregon 97310

Lynn S. Rodney, Head
and Professor
Dept. of Recreation
and Park Management
University of Oregon
Eugene, Oregon 97403

Mark Westling
Planning and Public Works
Consultant
Bureau of Governmental
Research & Service
University of Oregon
Eugene, Oregon 97403

Robert Wilder, Outdoor
Recreation Specialist
Cooperative Extension Ser.
Oregon State University
Corvallis, Oregon 97331

Robert K. Logan
Intergovernmental
Coordinator
Office of the Governor
State Capitol
Salem, Oregon 97310

P. Jerry Orrick
Executive Secretary
Assn. of Oregon Counties
550 Winter Street, N.E.
Salem, Oregon 97310

Ted Sidor
Resource Development
Specialist
Cooperative Extension
Service
Oregon State University
Corvallis, Oregon 97331

PENNSYLVANIA

Jerry R. Wettstone
State Rec. & Parks
Specialist
Dept. of Community
Affairs
Harrisburg, Penn. 17120

SOUTH CAROLINA

Carl M. Hust
S. C. Rec. Comm.
Cornell Arms Bldg.
Suite 2-G
Columbia, S. C. 29202

TEXAS

Dan Kamp, Specialist
Rec. & Park Ext.
Dept. of Rec. & Parks
Texas A&M University
College Station, Texas 77843

Les Reid
Dept. of Rec. & Parks
Texas A&M University
College Station, Texas 77843

WASHINGTON

Byron K. Haley
Cooperative Ext. Ser.
Washington State Univ.
Pullman, Wash. 99163

James Webster, Chief
Consultant and Education
State Parks & Recreation
Commission
P. O. Box 1128
(522 S. Franklin)
Olympia, Washington 98501

WISCONSIN

Ernest Goranson
Div. of Children
and Youth
State Dept. of Welfare
Room 385 - State Office
Building
Madison, Wisconsin

Fred Lengfeld
University of Wisconsin
Extension
Suite 1020 - The Towers
606 State Street
Madison, Wisconsin

Gerald Smith, Recreation
Agent
University of Wisconsin
Extension Services
Courthouse
Waukesha, Wisconsin

Donald Brick
Recreation Agent
University of Wisconsin
Extension Services
Courthouse
Elkhorn, Wisconsin

Ralph B. Hovind
Director
Bureau of Recreation
Division of Economic Develop.
1 West Wilson Street
Madison, Wisconsin 53702

WYOMING

Richard H. Castle
Chief
Development Division
Wyoming Recreation
Commission
Box 309
Cheyene, Wyoming

Appendix Item #19

BUREAU OF OUTDOOR RECREATION STATE LIAISON OFFICERS

(Where an asterisk appears, copies of all correspondence are to be sent to those persons.)

The State Liaison Officer of the Bureau of Outdoor Recreation, U. S. Department of Interior, is designated by the Governor and is responsible for reviewing State or local recreation proposals to determine whether these proposals are in accord with the statewide recreation plan and to decide whether the proposals should receive matching grants from the Department of the Interior's Land and Water Conservation Fund Program. These State Liaison Officers are:

ALABAMA
Joe W. Graham, Director
Department of Conservation
Administrative Building
Montgomery, Alabama 36104

ALASKA
F.J. Keenan, Director
Division of Lands
344 Sixth Avenue
Anchorage, Alaska 99501

*Theodore G. Smith, Chief
Parks and Recreation
Division of Lands
344 - 6th Avenue
Anchorage, Alaska 99501

*Burke Riley
Regional Coordinator
Alaska Field Committee
Department of the Interior
P.O. Box 70
Juneau, Alaska 99801

ARIZONA
Roger Gruenewald
Outdoor Recreation Coordinating Commission
2211 West Greenway Road
Phoenix, Arizona 85023

ARKANSAS
Winston C. Beard, Exec. Dir.
Arkansas Planning Commission
Game & Fish Commission Bldg.
Capitol Mall
Little Rock, Arkansas 72201

CALIFORNIA
William Penn Mott, Jr., Dir.
Dept. of Parks and Recreation
1416 - 9th Street, Room 1311
Sacramento, California 95814

COLORADO
Harry R. Woodward, Dir.
Division of Game, Fish & Parks
Department of Natural Resources
6060 Broadway
Denver, Colorado 80216

CONNECTICUT
Joseph N. Gill, Commissioner
Dept. of Agriculture and Natural Resources
Hartford, Connecticut 06100

DELAWARE
Rudolph Jass, Director of State Planning
State Planning Office
Thomas Collins Building
530 S. DuPont Highway
Dover, Delaware 19901

DISTRICT OF COLUMBIA
Joseph H. Cole, Supt.
D.C. Recreation Department
3149 - 16th Street, N. W.
Washington, D. C. 20010

FLORIDA
Ney C. Landrum, Dir.
Florida Outdoor Recreational Planning Council
1543 Thomasville Road
Tallahassee, Florida 32303

GEORGIA
John L. Gordon, Director
Dept. of State Parks
Seven Hunter Street, S.W.
Atlanta, Georgia 30334

*L.R. Greathouse
State Planning Bureau
116 Mitchell Street, S.W.
Atlanta, Georgia 30303

HAWAII
Shelley M. Mark, Dir.
Dept. of Planning and Economic Development
426 Queen Street
Honolulu, Hawaii 96813

IDAHO
Wilhelm M. Beckert, Dir.
Idaho Dept. of Parks
Statehouse
Boise, Idaho 83707

*Ernest E. Day, Chairman
Idaho Park Board
420 Crestline Drive
Boise, Idaho 83702

ILLINOIS
Gene Graves, Director
Dept. of Business and Economic Development
222 South College Street
Springfield, Illinois 62706

William Lodge, Director
Dept. of Conservation
400 Spring Street
Springfield, Illinois 62706

INDIANA
John E. Mitchell, Director
Dept. of Natural Resources
603 State Office Building
Indianapolis, Ind. 46209

IOWA
E.B. Speaker, Director
State Conservation Comm.
Valley Bank Building
Fourth and Walnut Streets
Des Moines, Iowa 50308

Appendix Item #19 (continued)

KANSAS
Lynn Burris, Jr., Director
State Park & Resources Auth.
801 Harrison
Topeka, Kansas 66612

KENTUCKY
Frank J. Groschelle, Special
Assistant to the Governor
Office of the Governor
Frankfort, Kentucky 40601

LOUISIANA
Lamar Gibson, Dir.
State Parks & Recreation Comm.
Executive Department
Old State Capitol Building
Baton Rouge, Louisiana 70821

MAINE
Lawrence Stuart, Dir.
State Parks and Recreation
Commission, Statehouse
Augusta, Maine 04301

MARYLAND
Spencer P. Ellis
Director, Dept. of
Forest and Parks
State Office Building
Annapolis, Maryland 21404

*Raymond J. Puzio
State Planning Dept.
Room 1103, State Office Bldg.
Baltimore, Maryland 21201

MASSACHUSETTS
Robert L. Yasi, Commissioner
Dept. of Natural Resources
State Office Bldg., Gov't Center
100 Cambridge Street
Boston, Massachusetts 02202

MICHIGAN
Ralph A. MacMullan, Dir.
Dept. of Conservation
Stevens T. Mason Bldg.
Lansing, Mich. 48926

MINNESOTA
Jarle Leirfallom, Commissioner
Dept. of Conservation
301 Centennial Building
658 Cedar Street,
St. Paul, Minnesota 55101

MISSISSIPPI
Spencer E. Medlin, Comptroller
Mississippi Park System
1102 Woolfolk Building
Jackson, Mississippi 39201

MISSOURI
Robert L. Dunkeson
Executive Secretary
Inter-Agency Council for
Outdoor Recreation
1203 Jefferson Bldg., Box 564
Jefferson City, Missouri 65101

MONTANA
Robert F. Cooney, Assistant Chief
Recreation & Parks Division
Dept. of Fish and Game
Mitchell Building
Helena, Montana 59601

*Frank Dunkle, Director
Dept. of Fish and Game
Mitchell Building
Helena, Montana 59601

NEBRASKA
Melvin O. Steen, Dir.
Game & Parks Comm.
State Capitol Building
Lincoln, Nebraska 68509

NEVADA
Elmo J. De Ricco, Dir.
Dept. of Conservation and
Natural Resources
Nye Building, Room 214
Carson City, Nevada 89701

*Eric Cronkhite, Administrator
Division of State Parks
Nye Building, Room 221
Carson City, Nevada

NEW HAMPSHIRE
Roger J. Crowley, Jr.
Commissioner, Dept. of
Resources & Economic
Development, State House
Annex
Concord, New Hampshire 03303

NEW JERSEY
Robert A. Roe, Commissioner
Dept. of Conservation and
Economic Development
Trenton, New Jersey 08625

NEW MEXICO
Arthur L. Ortiz
State Planning Officer
State Planning Office
New Capitol Bldg.,
Room 406
Santa Fe, New Mexico
87501

NEW YORK
R. Stewart Kilborne,
Commissioner
Dept. of Conservation
1220 Washington Ave.
Albany, New York 12206

NORTH CAROLINA
Wayne Corpening, Dir.
Dept. of Administration
State of North Carolina
Raleigh, North Carolina
27602

*Ralph J. Andrews, Dir.
North Carolina Recreation
Commission
436 North Harrington St.
Raleigh, North Carolina
27603

NORTH DAKOTA
John Greenslit, Coordinator
State Outdoor Recreation
Agency, 900 E. Boulevard
Bismarck, North Dakota
58501

OHIO
Fred E. Morr, Dir.
Dept. of Natural Resources
907 Ohio Depts. Bldg.
Columbus, Ohio 43215

OKLAHOMA
Robert H. Breeden, Dir.
Industrial Development
& Park Department
Oklahoma City, Okla. 73105

OREGON
Forrest Cooper
State Highway Engineer
State Highway Department
Salem, Oregon 97310

*David G. Talbot
State Parks Superintendent
301 Highway Building
Salem, Oregon 97310

Appendix Item #19 (continued)

*Kessler R. Cannon
Executive Secretary
Natural Resources Committee
State Capitol Bldg., Room 124
Salem, Oregon 97310

PENNSYLVANIA

Irving Hand, Exec. Dir.
State Planning Board
Box 191, Finance Bldg.
Harrisburg, Pa. 17120

RHODE ISLAND

Charles E. Boyd, Dir.
Dept. of Natural Resources
Veterans Memorial Bldg.
83 Park Street
Providence, R. I. 02903

SOUTH CAROLINA

John A. May (Col.)
Dept. of Parks, Recreation
and Tourism
P.O. Box 1358
Columbia, S. C. 29202

SOUTH DAKOTA

Robert Hodgins, Dir.
Dept. of Game, Fish & Parks
State Office Building
Pierre, South Dakota 57501

TENNESSEE

E. Boyd Garrett,
Commissioner
Dept. of Conservation
2611 West End Avenue
Nashville, Tenn. 37203

*Walter L. Criley, Dir.
Division of Planning
Dept. of Conservation
2611 West End Avenue
Nashville, Tennessee 37203

TEXAS

Will Odom, Chairman
Parks & Wildlife Comm.
Dept. of Parks & Wildlife
Perry-Brooks Building
Austin, Texas 78701

UTAH

Gordon E. Harmston
Executive Director
Dept. of Natural Resources
319 State Capitol Building
Salt Lake City, Utah 84114

VERMONT

Forrest E. Orr
Executive Director
Interagency Committee on
Natural Resources
Statehouse
Montpelier, Vermont 05602

VIRGINIA

Elbert Cox, Director
Commission of Outdoor
Recreation
Ninth St. Office Bldg.
Ninth & Grace Sts.
Richmond, Va. 23219

WASHINGTON

Lewis A. Bell, Chairman
Interagency Committee
for Outdoor Recreation
P. O. Box 1489
Olympia, Wash. 98501

*Lewis A. Bell, Chairman
Interagency Committee for
Outdoor Recreation
Post Office Box 1489
Olympia, Wash. 98501

WEST VIRGINIA

Angus E. Peyton
Commissioner
Dept. of Commerce
State Capitol
Charleston, W. Va. 25303

WISCONSIN

John A. Beale
Depty Secretary
Dept. of Natural Resources
P. O. Box 450
Madison, Wisconsin 53701

Attention: Alvin E. Nelson

WYOMING

Charles E. Rodermel, Director
Wyoming Recreation Comm.
Box 309, State Office Bldg.
Cheyenne, Wyoming 82001

Appendix Item #20

NATIONAL FOREST CAMPS

For information on available camping space at National Forests, Youth Coordinators should contact the Regional Foresters listed below:

Regional Foresters

Region 1: Neal M. Rahm, U.S. Forest Service, Federal Building,
Missoula, Montana 59801. Tel: 406/549-6511.

States Served: Idaho, Montana, Washington.

Region 2: Mr. David S. Nordwall, U.S. Forest Service, Federal Center,
Building 85, Denver, Colorado 80201. Tel: 303/233/3611.

States Served: Colorado, Nebraska, South Dakota, Wyoming.

Region 3: Mr. William D. Hurst, U.S. Forest Service, New Federal Building,
Albuquerque, New Mexico 87101. Tel: 505/247-0311.

States Served: Arizona, New Mexico, Texas, Oklahoma.

Region 4: Mr. Floyd Iverson, U.S. Forest Service, 324-25th Street, Ogden, Utah 84401.
Tel: 801/399-6011.

States Served: Idaho, Nevada, Utah, Wyoming

Region 5: Mr. Jack W. Deinema, U.S. Forest Service, 630 Sansome Street,
San Francisco, California 94111. Tel: 415/556-0121.

States Served: California.

Region 6: Mr. Charles A. Conhaughton, U.S. Forest Service, 319 S.W. Pine Street,
Portland, Oregon 97204. Tel: 503/226-3361.

States Served: Oregon, Washington.

Region 8: Mr. Theodore Schlapfer, U.S. Forest Service, 50 Seventh Street, N.E.,
Atlanta, Georgia 30323. Tel: 404/526-5177.

States Served: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia.

Region 9: Mr. George S. James, Greyhound Building, 633 West Wisconsin Avenue,
Milwaukee, Wisconsin. Tel: 414/272-8606.

States Served: Illinois, Indiana, Ohio, Michigan, Minnesota, Missouri, New Hampshire, Maine, Pennsylvania, Vermont, West Virginia, Wisconsin.

Region 10: W. Howard Johnson, Federal Office Building, Box 1628, Juneau, Alaska.
Tel: 907/586-7261.

States Served: Alaska.

349-925 O - 69 - 11

4-H YOUTH CAMPS

For information on coordination of available camping space at 4-H camps and for technical assistance in camping programs, Youth Coordinators should contact State Extension Service Directors as listed below:

State Extension Service Directors

ALABAMA
Dr. Fred R. Robertson
Director of Extension
Auburn University
Auburn, Alabama 36830

ALASKA
Dr. Arthur S. Buswell
Director of Extension
University of Alaska
College, Alaska 99735

ARIZONA
Dr. George E. Hull
Director of Extension
University of Arizona
Tucson, Arizona 85721

ARKANSAS
C. A. Vines
Director of Extension
P.O. Box 391
Little Rock, Arkansas 72203

CALIFORNIA
Dr. George B. Alcorn
Director of Extension
University of California
2200 University Avenue
Berkeley, California 94720

COLORADO
Carl J. Hoffman
Acting Director of Extension
Colorado State University
Ft. Collins, Colorado 80521

CONNECTICUT
Dr. Edwin J. Kersting
Director of Extension
University of Connecticut
Storrs, Connecticut 06268

DELAWARE
Dr. Samuel M. Gwinn
Director of Extension
University of Delaware
Newark, Delaware 19711

DISTRICT OF COLUMBIA
Dr. Eugene Wiegman
Director of Extension
Federal City College
425 Second Street, N. W.
Washington, D. C. 20001

FLORIDA
Dr. M.O. Watkins
Director of Extension
University of Florida
Gainesville, Florida 32601

GEORGIA
I.W. Eberhardt, Jr.
Director of Extension
University of Georgia
Athens, Georgia 30601

HAWAII
Dr. C. Peairs Wilson
Director of Extension
University of Hawaii
Honolulu, Hawaii 96822

IDAHO
Dr. James E. Kraus
Director of Extension
University of Idaho
Moscow, Idaho 83843

ILLINOIS
Dr. J.B. Claar
Director of Extension
University of Illinois
Urbana, Illinois 61801

INDIANA
Dr. Howard G. Diesslin
Director of Extension
Purdue University
Lafayette, Indiana 47907

IOWA
Dr. Marvin A. Anderson
Director of Extension
Iowa State University
Ames, Iowa 50010

KANSAS
Dr. Robert A. Bohannon
Director of Extension
Kansas State University
Manhattan, Kansas 66502

KENTUCKY
Dr. William A. Seay
Director of Extension
University of Kentucky
Lexington, Kentucky 40506

LOUISIANA
John A. Cox
Director of Extension
Louisiana State University
Baton, Rouge, Louisiana 70803

MAINE
Edwin H. Bates
Director of Extension
University of Maine
Orono, Maine 04473

MARYLAND
Dr. Robert E. Wagner
Director of Extension
University of Maryland
College Park, Maryland 20742

MASSACHUSETTS
Dr. Arless A. Spielman
Director of Extension
University of Massachusetts
Amherst, Massachusetts 01002

MICHIGAN
George S. McIntyre
Director of Extension
Michigan State University
East Lansing, Michigan 48823

MINNESOTA
Dr. Roland Abraham
Director of Extension
University of Minnesota
St. Paul, Minnesota 55101

Appendix Item #21 (continued)

MISSISSIPPI
W.M. Bost
Director of Extension
Mississippi State Univ.
State College, Miss. 39762

MISSOURI
Dr. C. Brice Ratchford
Director of Extension
University of Missouri
Columbia, Missouri 65201

MONTANA
Torlief S. Aasheim
Director of Extension
Montana State University
Bozeman, Montana 59715

NEBRASKA
Dr. John L. Adams
Director of Extension
University of Nebraska
Lincoln, Nebraska 68503

NEVADA
Dr. Dale W. Bohmont
Director of Extension
University of Nevada
Reno, Nevada 89507

NEW HAMPSHIRE
Samuel W. Hoitt
Director of Extension
University of New Hampshire
Durham, New Hampshire 03824

NEW JERSEY
Dr. John L. Gerwig
Director of Extension
Rutgers - The State Univ.
New Brunswick, N. J. 08903

NEW MEXICO
Dr. D. P. Leyendecker
Director of Extension
New Mexico State Univ.
Univ. Park, N. Mexico 88070

NEW YORK
Dr. Edward H. Smith
Director of Extension
New York State College of
Agriculture
Ithaca, New York 14850

NORTH CAROLINA
Dr. George Hyatt, Jr.
Director of Extension
North Carolina State Univ.
Raleigh, N. C. 27607

NORTH DAKOTA
Arthur H. Schulz
Director of Extension
North Dakota State Univ.
Fargo, North Dakota 58102

OHIO
Dr. Roy M. Kottman
Director of Extension
Ohio State University
2120 Fyffe Road
Columbus, Ohio 43210

OKLAHOMA
Dr. Jean C. Evans
Director of Extension
Oklahoma State Univ.
Sillwater, Okla. 74074

OREGON
Gene M. Lear
Director of Extension
Oregon State Univ.
Corvallis, Ore. 97331

PENNSYLVANIA
Thomas H. Patton
Director of Extension
The Pennsylvania State Univ.
University Park, Pa. 16802

RHODE ISLAND
Dr. James W. Cobble
Director of Extension
University of Rhode Island
Kingston, R. I. 02881

SOUTH CAROLINA
George B. Nutt
Director of Extension
Clemson University
Clemson, S. C. 29631

SOUTH DAKOTA
Dr. John T. Stone
Director of Extension
South Dakota State Univ.
Brookings, S. D. 57006

TENNESSEE
Dr. Vernon W. Darter
Director of Extension
University of Tennessee
P. O. Box 1071
Knoxville, Tenn. 37901

TEXAS
John E. Hutchison
Director of Extension
Texas A&M Univ.
College Station, Texas 77843

UTAH
Dr. W. H. Bennett
Director of Extension
Utah State Univ.
Logan, Utah 84321

VERMONT
R. P. Davison
Director of Extension
University of Vermont
Burlington, Vt. 05401

VIRGINIA
Dr. W. E. Skelton
Director of Extension
Va. Polytechnic Institute
Blacksburg, Va. 24601

WASHINGTON
John P. Miller
Director of Extension
Washington State Univ.
Pullman, Wash. 99163

WEST VIRGINIA
Dr. B. L. Coffindaffer
Director of Extension
West Virginia Univ.
Morgantown, W. Va. 26506

WISCONSIN
Dr. Donald R. McNeil
Director of Extension
University of Wisconsin
Madison, Wisconsin 53706

WYOMING
Dr. Neal W. Hilston
Director of Extension
University of Wyoming
Box 3354, University Station
Laramie, Wyoming 82070

Appendix Item #22

CONSUMER FOOD PROGRAM

For information on food assistance which may be available for summer youth activities, Youth Coordinators should first contact the District Offices of the U. S. Department of Agriculture Consumer Food Program. Within each State the Commodity Distribution Program is directly handled by various agencies. Individuals to contact at both the District and State levels are listed below:

District Offices, USDA Consumer Food Program

Northeast: Philip B. Hearn, Director, Consumer Food Programs, 1611 Federal Building, 26 Federal Plaza, New York, N. Y. 10007.

States Served: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia.

Southeast: Russell H. James, 1795 Peachtree Road, N. E., Room 302, Atlanta, Georgia 30309

States Served: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia.

Midwest: Dennis M. Doyle, 536 South Clark Street, Chicago, Illinois 60605.

States Served: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.

Southwest: John J. Slaughter, 500 South Ervay Street, Room 3-127, Dallas, Texas 75201.

States Served: Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma, Texas.

Western: Charles M. Ernst, Appraisers' Building, Room 734, 630 Sansome Street, San Francisco, California 94111.

States Served: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming.

List of State Distributing Agencies starts on next page.

Appendix Item #22 (continued)

State Distributing Agencies, Commodity Distribution Program

(Address correspondence to Director, Commodity Distribution Division)

ALABAMA
State Dept. of Education
1st Floor, State Office Bldg.
Montgomery, Ala. 36100

ALASKA
Dept. of Administration
P. O. Box 2420
Juneau, Alaska 99801

AMERICAN SAMOA
Department of Education
Pago Pago, Tutuila
American Samoa

ARIZONA
State Dept. of Public Welfare
11 - 15 East Buchanan
Phoenix, Arizona 85004

ARKANSAS
State Dept. of Public Welfare
615 Magnolia Street
P. O. Box 254
North Little Rock, Ark. 72200

CALIFORNIA
State Educational Agency
for Surplus Property
721 Capitol Mall - Room 314
Sacramento, Calif. 95814

County of Los Angeles
County of Los Angeles
Purchasing & Stores Dept.
2011 North Soto Street
Los Angeles, California 90032

COLORADO
State Dept. of Public Welfare
Capitol Life Center
1600 Sherman Street
Denver, Colorado 80200

CONNECTICUT
Dept. of Finance & Control
460 Silver Street
Middletown, Conn. 06457

DELAWARE
State of Delaware
Surplus Food Agency
Delaware State Hospital, Box 299
Delaware City, Delaware
19706

DISTRICT OF COLUMBIA
Board of Education
2000 Adams Place, N. E.
Washington, D. C.

FLORIDA
State Dept. of Public Welfare
227 Park Street
P. O. Box 2050
Jacksonville, Florida 32200

GEORGIA
State Dept. of Education
211 State Office Building
Atlanta, Georgia 30300

HAWAII
State Dept of Education
Business Division
P. O. Box 2360
Honolulu, Hawaii

IDAHO
State Dept. of Education
Room 205, Statehouse
Boise, Idaho 83700

ILLINOIS
Dept. of Public Instruction
Room 501, State Capitol
Springfield, Illinois 62700

INDIANA
State Dept. of Public Instruction
State House
Indianapolis, Indiana 46200

IOWA
State Dept. of Public Instruction
State Office Bldg, Room 535
Des Moines, Iowa 50319

KANSAS
State Dept. of Social Welfare
State Office Building
Topeka, Kansas 66600

KENTUCKY
State Dept. of Agriculture
Capitol Annex
Frankfort, Kentucky 40601

LOUISIANA
Louisiana Dept. of Education
State Capitol
Baton Rouge, Louisiana 70800

MAINE
State Dept. of Education
33 Powhattan Street
Augusta, Maine 04301

MARYLAND
Department of Budget
and Procurement
318 Light Street
Baltimore, Maryland 21200

MASSACHUSETTS
State Department of Education
600 Washington Street, Rm. 611
Boston, Massachusetts 02100

MICHIGAN
State Dept. of Social Welfare
Lewis Cass Bldg. 4th Floor
Lansing, Michigan 48913

MINNESOTA
State Dept. of Education
State Centennial Bldg, 4th Floor
St. Paul, Minnesota 55101

MISSISSIPPI
Board of Trustees of
Mental Institutions
1404 Woolfolk State Office Bldg.
Jackson, Mississippi 39205

MISSOURI
State Department of Education
Jefferson Building, 6th Floor
Jefferson City, Missouri 65102

MONTANA
State Dept. of Administration
State Capitol Building
Helena, Montana 59601

NEBRASKA
State Dept. of Public Welfare
State Capitol Bldg, Room 358
Lincoln, Nebraska 68509

Appendix Item #22 (continued)

NEVADA
State Dept. of Education
Heroes Memorial Bldg.
Room 208
Carson City, Nevada 89701

NEW HAMPSHIRE
Dept. of Administration
and Control
31 South Maine Street
Concord, N. H. 03300

NEW JERSEY
Division of Purchase
and Property
State Dept. of Treasury
2926 Brunswick Pike, Rt. 1
Trenton, New Jersey 08600

NEW MEXICO
State Dept. of Public Welfare
P. O. Box 1391
Capitol Building
Santa Fe, New Mexico 87501

NEW YORK
Office of General Services
143 Washington Avenue
Albany, New York 12200

NORTH CAROLINA
State Dept. of Agriculture
465 Agriculture Building
Raleigh, North Carolina 27600

NORTH DAKOTA
Dept. of Public Instruction
State Capitol Building
Bismarck, N. D. 58501

OHIO
Dept. of Public Welfare
408 East Town Street
Columbus, Ohio 43215

OKLAHOMA
State Dept. of Public Welfare
State Capitol Station
P. O. Box 3161
Oklahoma City, Okla. 73100

OREGON
Dept. of Finance
& Administration
1361 Madison Street, N. E.
Salem, Oregon 97301

PENNSYLVANIA
Dept. of Property and Supplies
2221 Forster Street
P. O. Box 3361
Harrisburg, Pa. 17100

PUERTO RICO
Dept. of Health Government
of the Commonwealth of
Puerto Rico
Ponce De Leon Avenue
Santurce, Puerto Rico

RHODE ISLAND
State Dept. of Administration
Howard, R. I. 02834

SOUTH CAROLINA
State Dept. of Education
Columbia, S. C. 29200

SOUTH DAKOTA
State Dept of Public Instruction
Capitol Building
Pierre, South Dakota 57501

TENNESSEE
Tennessee Dept of Agriculture
Melrose Station
P. O. Box 9039
Nashville, Tenn. 37200

TEXAS
State Dept. of Public Welfare
Tribute Tower
Austin, Texas 78700

TRUST TERRITORIES OF THE PACIFIC
Offoce of the High Commissioner
Trust Territory of the
Pacific Islands
Saipan, Mariana Islands 96950

UTAH
State Dept. of Public Welfare
State Capitol Bldg, Room 220
Salt Lake City, Utah 84100

VERMONT
Dept. of Administration
State Office Building
Montpelier, Vermont 05601

VIRGINIA
State Dept. of Agriculture
203 North Governor Street
Richmond, Virginia 23200

VIRGIN ISLANDS
Dept. of Education
Charlotte Amalie
St. Thomas, Virgin Islands
00801

Dept. of Social Welfare
Charlott Amalie
St. Thomas, V. I. 00801

WASHINGTON
Dept. of General Administration
4140 East Marginal Way So.
Seattle, Washington 98134

WEST VIRGINIA
State Dept. of Welfare
1723 - A Washington St. E.
Charleston, W. Va. 25300

WISCONSIN
Dept. of Public Instruction
Room 49 North, State Capitol
Madison, Wisconsin 53702

WYOMING
State Dept. of Education
State Capitol Building
Cheyenne, Wyoming 82001

STATE COUNCILS ON THE ARTS

The Youth Coordinator should contact the following individual in his State for assistance in identifying on-going arts programs in his community, and in obtaining resources and advice in development of local arts programs for youth:

ALABAMA
Charles Liner
Executive Director
Council on the Arts
P. O. Box 6523
Mobile, Ala. 36606

ALASKA
Mrs. Mary Hale
Chairman
State Council on
the Arts
Office of the Governor
MacKay Bldg.
4th and Denali
Anchorage, Alaska 99501
Tel: 907/272-1478

ARIZONA
Ralph Rizzolo
Executive Director
Commission on the
Arts & Humanities
18 E. First St., Rm. 207
Scottsdale, Arizona 85251
Tel: 602/946-3996

ARKANSAS
Ellis Doyle Herron
Executive Director
State Arts & Humanities
436 Nat'l. Old Line Bldg.
Little Rock, Ark. 72201
Tel: 501/FR 6-3841

CALIFORNIA
James L. Lyons
Executive Secretary
Arts Commission
1108 14th Street
Sacramento, Calif. 95814
Tel: 916/445-1530

COLORADO
Robert N. Sheets
Executive Director
Council on the Arts &
Humanities
600 State Services Bldg.
Denver, Colorado 80203
Tel: 303/892-2205

CONNECTICUT
Anthony S. Keller
Executive Director
Commission on
the Arts
One Niles Street
Hartford, Conn. 06105
Tel: 203/552-9311

DISTRICT OF COLUMBIA
Gerard Boesgaard
Recreation Board
3069 Mt. Pleasant St., N. W.
Washington, D. C. 20010
Tel: 202/629-7473

FLORIDA
James W. Wilson
Actg. Exec. Director
Development Commission
107 West Gaines Street
Tallahassee, Florida 32304
Tel: 904/224-1215

GEORGIA
George Beattie
Executive Director
Art Commission
90 Fairlie Street, N. W.
Atlanta, Georgia 30303
Tel: 404/524-6677

HAWAII
Alfred Preis
Executive Director
State Foundation on Culture
and the Arts
567 South King Street
Honolulu, Hawaii 96813
Tel: 808/567-081

IDAHO
Mrs. Jo Ann Bensinger
Executive Secretary
State Commission on the
Arts & Humanities
P. O. Box 577
Boise, Idaho 83701
Tel: 208/342-4347

ILLINOIS
S. Leonard Pas, Jr.
Exec. Director
Arts Council
216-220 So. Michigan Ave.
Chicago, Illinois 60604
Tel: 312/427-8470

INDIANA
Mrs. Hertha Duemling
Arts Commission
750 West Fairfax
Fort Wayne, Indiana 45807
Tel: 219/456-4141

IOWA
Jack E. Olds
Executive Director
State Arts Council
State Capitol Bldg.
Des Moines, Iowa 50319
Tel: 515/281-5297

KANSAS
Maurice D. Coats
Executive Director
Cultural Arts Commission
352 N. Broadway, Suite 204
Wichita, Kansas 67202
Tel: 316/AM 2-1704

KENTUCKY
William Hull
Executive Director
Arts Commission
Frankfort, Kentucky 40601
Tel: 502/564-3757

LOUISIANA
Mrs. Edwin H. Blum
President
Council for Music and
Performing Arts
7524 St. Charles Ave.
New Orleans, La. 70118
Tel: 504/861-8777

MAINE
Richard D. Collins
Executive Director
Commission on the
Arts & Humanities
State House
146 State Street
Augusta, Maine 04330
Tel: 207/623-4511, x312

MARYLAND
Robert Marchand
Executive Director
Arts Council
111 North Charles Street
Baltimore, Maryland 21201
Tel: 301/685-7470

MASSACHUSETTS
Louise G. Tate
Executive Secretary
Council on the Arts &
Humanities
15 Ashburton Place
Boston, Mass. 02108
Tel: 617/727-3668

MICHIGAN
E. Ray Scott
Executive Director
State Council on the Arts
7310 Woodward Avenue
Detroit, Michigan 48202
Tel: 313/TR 2-2212

MINNESOTA
Dean A. Myhr
Executive Director
State Arts Council
The McColl Bldg.
366 Jackson Street
St. Paul, Minn. 55101
Tel: 612/221-2059

MISSISSIPPI
Mrs. Shelby R. Rogers
Executive Director
State Council on the Arts
Woodland Hills Bldg.
Room 355
P. O. Box 4713
Jackson, Mississippi 39216
Tel: 601/366-8521

MISSOURI
Mrs. Frances T. Poteet
Actg. Executive Director
State Council on the Arts
8011 Clayton Road, Suite 316
St. Louis, Missouri 63117
Tel: 314/531-8988

MONTANA
Charles W. Bolen
Chairman
Arts Council
School of Fine Arts
University of Montana
Missoula, Montana 59801
Tel: 406/243-0211, x4971

NEBRASKA
Leonard Thiessen
Executive Secretary
Arts Council
P. O. Box 1536
Omaha, Nebraska
Tel: 402/345-2542

NEVADA
Merle Snider
Chairman
State Council on the Arts
124 West Taylor
P. O. Box 208
Reno, Nevada 89504
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Appendix Item #23 (continued)

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